

Your Guide to a Skill Swap Session

Encourage employees to host a skills swap across departments.

01.



Define the Objective

Clearly state the purpose of the skill swap to align expectations and highlight the benefits of shared learning.

02.



Stay Connected

Contact various departments to identify volunteers who are eager to present aspects of their work to the company.

03.



Mandatory Participation

Make participation a standard practice. Organize sessions via a calendar invite, ideally scheduling during quieter business hours.

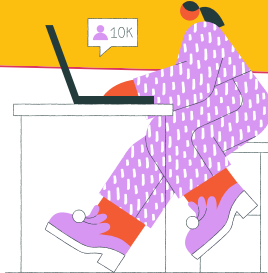
04.



Allow Preparation Time

Allocate time for team members to prepare and decide on the most beneficial and interesting skills to showcase.

05.



Showcase Tools

Encourage presenters to share not just their skills but also the tools they use, providing a practical learning experience.

06.



Set Time Limits

Limit each skill share to 10-15 minutes to keep the session engaging and dynamic.

07.



Company-wide Comms

Announce the skill swap session through your comm tools that explain the initiative and its benefits to foster engagement.

08.



Facilitate Interaction

Provide guidelines on how to interact, give feedback, and encourage questions to make the session interactive.

09.



Follow Up

Send a recap email thanking participants, summarizing the skills shared, and encouraging continued learning and interaction.

10.



Gather Feedback

Collect responses after the session to gauge the impact and improve future skill swaps.



Learnerbly