



IMI Knowledge Centre

Guide to the Leaders' Toolkit and HR Toolkit

Toolkits – IMI Knowledge Centre

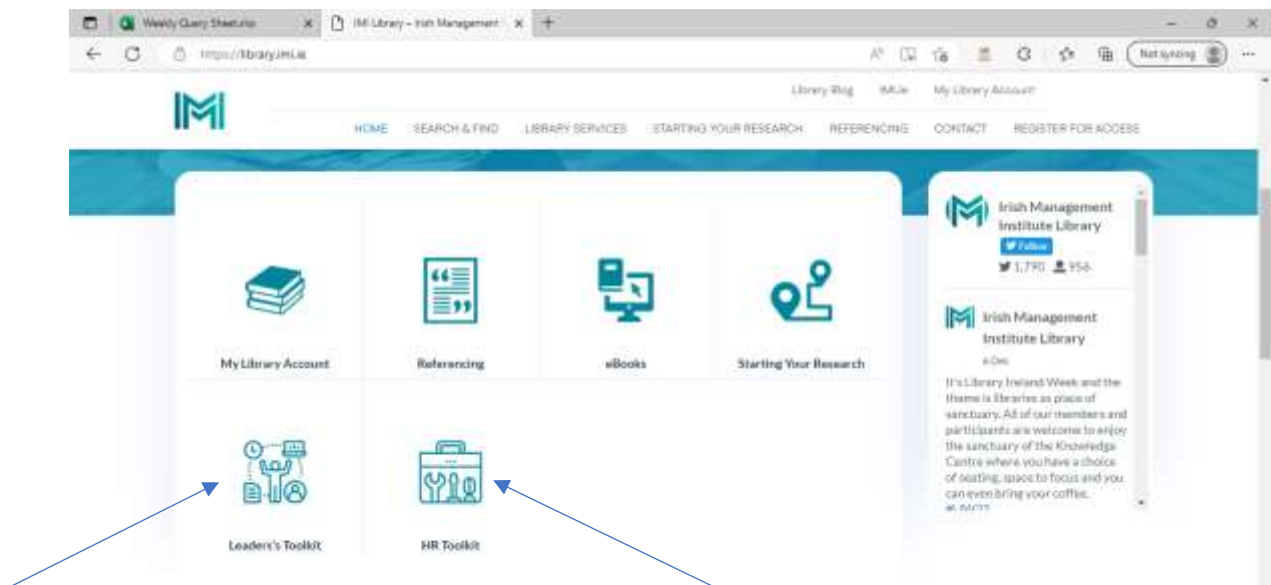
1. Introduction to the Toolkits

The Leaders' and HR Toolkits provide useful online content for Members at all career levels, from new employee to senior level. The toolkits cover a variety of topics including Leadership, Strategy, Coaching & Mentoring, Change Management, Employee engagement and Performance Management.

The content available is in the form of practical, bite-sized media such as videos, articles, infographics, and templates. There are also short eLearning courses for self-study. Each toolkit has a different focus on the resources available and the menu layout.

2. How to access

The toolkits are accessible via individual tabs on the home page of the library website <https://library.imi.ie>. Select the Leaders' Toolkit icon or the HR Toolkit icon and a login page will appear. Enter your IMI Knowledge Centre username and password and the homepage of the toolkit will display.



M Leaders' Toolkit [Learning Log](#) [Bookmarks](#) [More](#)

[Home](#) [Leadership & Strategy](#) [Managing People](#) [Personal Skills](#) [Services, Projects & Operations](#) [Playlists](#)

MAKE THE MOST OF YOUR ANNUAL LEAVE THIS WINTER

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Spotlight on [Browse All](#)

- How Do You Take Care of Your "Social Battery?"**
- Using Well-Formed Outcomes In Goal Setting**
- The November Roundup 2022**
- The 101 e-Learning Suite**
- Celebrate Your Unique Talent**

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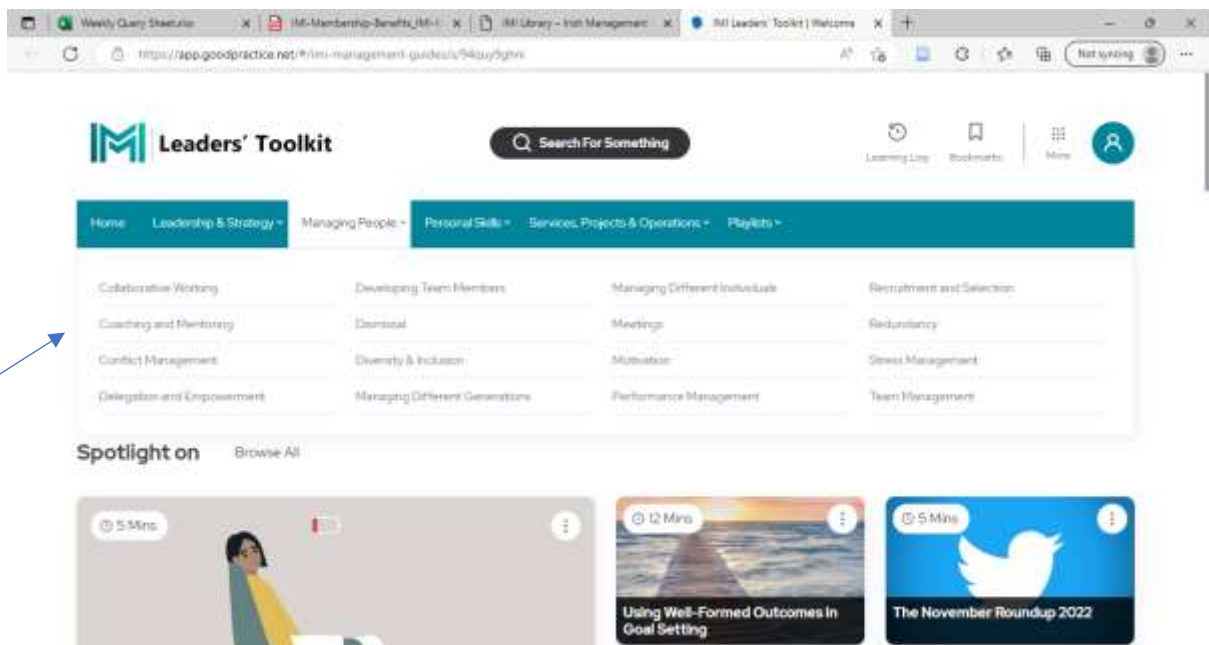
Spotlight on [Browse All](#)

- How Do You Take Care of Your "Social Battery?"**
- Using Well-Formed Outcomes In Goal Setting**
- The November Roundup 2022**
- Celebrate Your Unique Talent**
- Seven Screen-Free Ways to Work and Learn**

3. How to search

There are two ways to search the toolkits.

- a) From the homepage you can browse through the dropdown menus and select a topic. You can then limit your search by time, category and keywords. In the example below I selected Coaching and Mentoring from the dropdown menu and then limited the search to Case Study. Two tiles display. Each tile displays the duration of the content, category and keywords. This helps to assess the relevancy of the content before reading.



Coaching and Mentoring

Refine Results

Clear All

Time

4 mins: 1 8 mins: 1

Category

Case Studies: 2

Keywords

Retention: 1



Female Returners: 1



Coaching: 1



See Description

2 items in this section

Case Studies

The Coaching Culture at KPMG

4 Mins 0

Category: Case Studies | Keywords: coaching

Case Studies

Maternity Mentoring at the Scottish Parliament

Maternity mentoring is a valuable organisational initiative which can support employees before, during

8 Mins 0

Category: Case Studies | Keywords: female returners, retention



- b) You can also search for articles on a specific topic by selecting the searchbox which is located above the browser menu. In the example below I searched for Collaborative working and retrieved 65 items. You can refine search results on the left hand menu by time, category and keywords.

The screenshot shows the HR Toolkit website interface. At the top, there is a search bar labeled "Search For Something" which is circled in orange. Below the search bar is a navigation menu with links for Home, L&D, HR, Leadership & Strategy, Managing People, Personal Skills, Projects & Operations, IM Diplomas, and Playlists. The main content area displays "Search Results" for the query "Collaborative working", with a circled orange box indicating "65 items". On the left side, there is a "Refine Results" section with a blue arrow pointing to it. This section includes filters for "Time" (1-3 mins: 34, 4-6 mins: 26, 7-9 mins: 4, 10 mins: 1) and "Category" (Key Ideas: 30, Examples: 20, How to Guides: 4, Case Studies: 2, Checklists: 2, Questionnaires: 2, Templates: 2, Role Plays: 1). The main results area shows two article cards: "Five Phrases That Kill Collaboration" (5 Mins, 0 likes) and "Connect and Collaborate" (5 Mins, 0 likes). Both cards include a "How To Guides" icon and a category of "How to Guides".

4. How to access Playlists

Playlists contain specially curated content compiled by IMI staff, including the full back catalogue of IMI Webinars (accessible via a YouTube link). These playlists can be found on the browse menu. There is also a banner available which links to a monthly playlist.

The screenshot displays the IMI Leaders' Toolkit website interface. At the top, there is a search bar and navigation icons. The main navigation bar includes 'Home', 'Leadership & Strategy', 'Managing People', 'Personal Skills', 'Services, Projects & Operations', and 'Playlists'. A blue arrow points to the 'Playlists' menu item. Below the navigation bar, a grid of playlist cards is shown, each with a thumbnail, title, and item count. The cards include 'Holiday Season' (10 items), 'International Stress Awareness' (15 items), 'Self Care Week' (8 items), 'IMI Leadership Webinar Series' (32 items), 'IMI Podcasts' (56 items), 'IMI Blogs' (34 items), and 'Global Diversity Awareness' (18 items). A 'SEE ALL' button is located at the bottom right of the grid. Below the grid is a 'Spotlight on' section with three featured items, each with a duration (4 Mins, 5 Mins, 12 Mins) and a title: 'How Do You Take Care of Your "Social Battery?"', 'Using Well-Formed Outcomes in Goal Setting', and 'IMI Webinar: Unlocking ESG, Bioeconomy and the Circular Economy and Resilience with Mary O'Connell'. The bottom section shows the 'Playlist Detail' for the 'IMI Leadership Webinar Series', which includes a video player, a description, and a row of related webinar thumbnails.

Leaders' Toolkit

Search For Something

Learning Log | Bookmarks | More

Home | Leadership & Strategy | Managing People | Personal Skills | Services, Projects & Operations | Playlists

MAKE THE MOST OF YOUR ANNUAL LEAVE THIS WINTER

[CLICK HERE](#)

Playlist Detail

← Playlists

Holiday Season

10 Items | Public | 17

Some great resources to help you prepare for the holiday season.

1. Understand your work patterns
Keep a work diary for a week to identify your most productive times of day with different projects and tasks.

Like | Share | Edit | More

Thumbnail row: TOP TEN TIPS TIME MANAGEMENT, Man's face, Clocks, Hands holding object.

5. How to access the 101 e-Learning Suite

The 101 e-Learning Suite is available on the Leaders' Toolkit homepage under Spotlight on. Modules include Coaching, Communication, Decision Making, Networking, Self-Development, Self-Development, Creativity, Difficult Conversations, Leadership, Problem Solving and Time Management.

Spotlight on | Browse All

5 Mins | How Do You Take Care of Your "Social Battery?"

12 Mins | Using Well-Formed Outcomes In Goal Setting

5 Mins | The November Roundup 2022

4 Mins | **The 101 e-Learning Suite**

60 Mins | Celebrate Your Unique Talent

Each Module offers best practice guidance and support for new managers and more experienced team leaders and supervisors. Work through the module at your own pace and save your progress.



There is also a Learning Log report which records the total amount of CPD hours spent on the Toolkits. This report can be downloaded as an excel file.

Leaders' Toolkit

Search For Something

Learning Log

Total Time Spent in Resources

[Download](#)

You can view a full report of the resources you've used by downloading a small excel file.

0 Days	13 Hours	48 Minutes
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