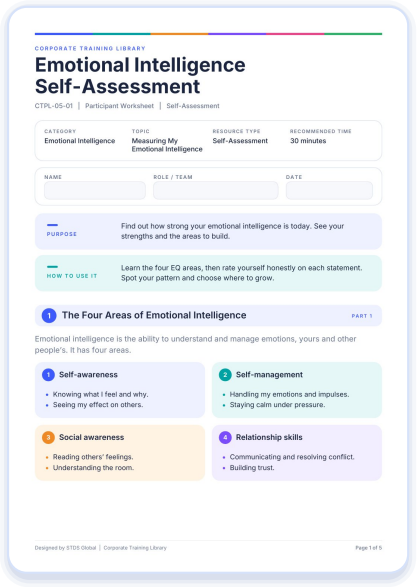
CORPORATE TRAINING LIBRARY BY STDS GLOBAL

PRINTABLE PARTICIPANT WORKSHEETS | CTPL

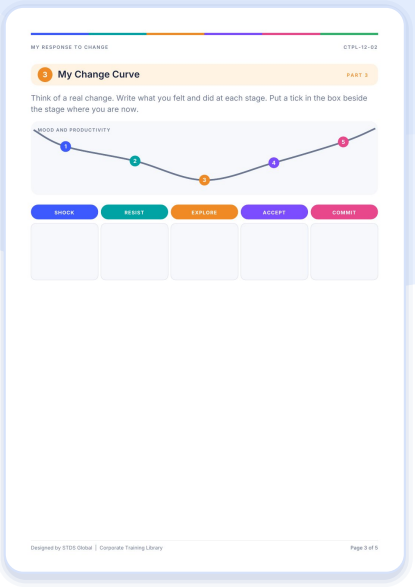
SAMPLE PREVIEW

130 Printable Participants Worksheets in 15 Categories

A look inside the complete collection







15 categories

130 worksheets

650 pages

A4 print or fill

www.corporatetraininglibrary.com

INSIDE THIS PREVIEW

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01 **The collection**
About the collection, the 15 categories and how a worksheet works
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THE COLLECTION

Corporate Training Library Participant Worksheets

A collection of printable, fillable A4 worksheets that turn workplace skills training into short, practical activities participants complete in the session or on their own.

FORMAT	TIME PER SHEET	SIZE OF SET
Fillable A4 PDF	30 to 40 minutes	130 worksheets

PURPOSE

Give every participant a structured, honest and practical way to reflect on a skill, practise it on realistic workplace situations and commit to one clear action.

PARTICIPANTS WILL BE ABLE TO

- Rate their current skills and habits honestly, using clear self-assessments.
- Explore a topic through tools, maps and reflection grids built on their own examples.
- Practise on realistic workplace scenarios and compare their choices with good practice.
- Commit to a time-bound action and plan how they will follow it through.

TRAINERS CAN

- Use a sheet as pre-work, a core in-session activity or a follow-up task.
- Combine several sheets into a module, a workshop or a four-week learning journey.
- Print them for classroom use or share the fillable PDFs on screen.

THE COLLECTION

15 categories. One consistent format.

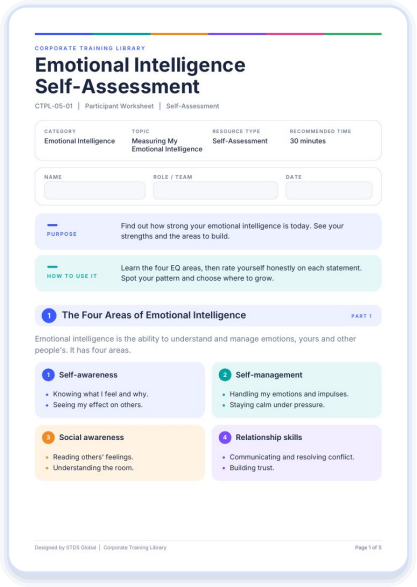
Every category has 7 to 10 worksheets, from self-assessments to action plans.

01	Leadership	10
02	Communication Skills	10
03	Teamwork & Collaboration	10
04	Time Management & Productivity	10
05	Emotional Intelligence	10
06	Problem-Solving & Critical Thinking	10
07	Conflict Management & Negotiation	8
08	Motivation & Employee Engagement	8
09	Customer Service & Customer Experience	8
10	Sales & Business Development	8
11	HR, L&D & Training	8
12	Change Management & Adaptability	7
13	Stress Management & Workplace Wellbeing	7
14	Presentation & Public Speaking	8
15	Workplace Ethics & Professionalism	8

THE COLLECTION

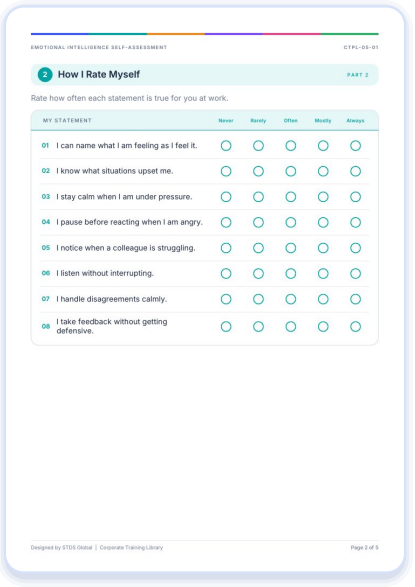
How a worksheet works

Every worksheet follows the same five-page flow, from orientation to reflection. Shown: CTPL-05-01 Emotional Intelligence Self-Assessment.



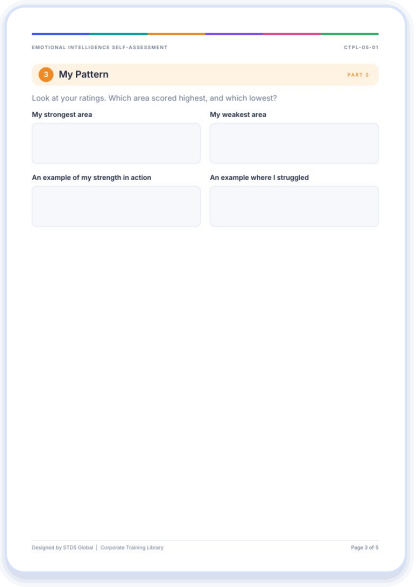
1. Orient

Purpose, how-to and the first part



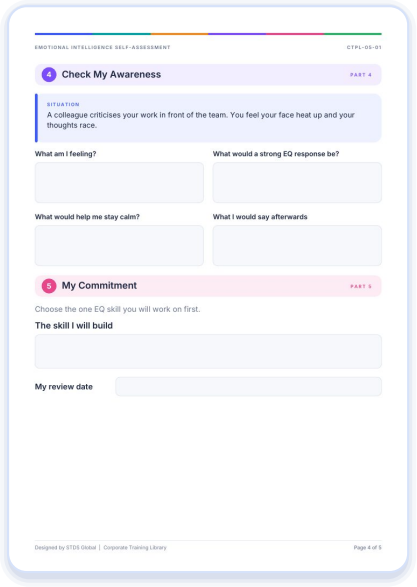
2. Assess

Ratings of current habits and skills



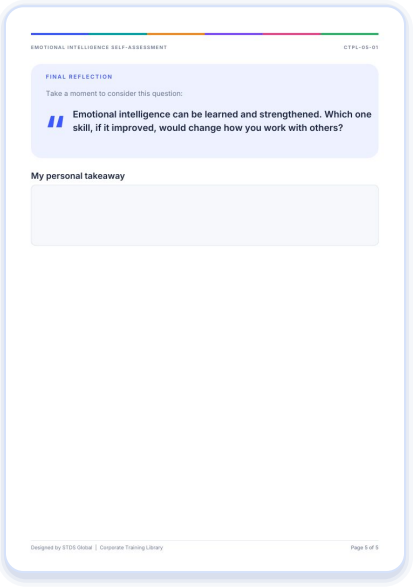
3. Explore

A tool, map or grid on own examples



4. Apply

A scenario and a clear commitment



5. Reflect

The one idea to take back to work

IN EVERY SHEET

A purpose and how-to in two lines each. Fillable fields. A format label such as Self-Assessment, Skills Practice or Action Plan.

02

Worksheets in full view

Eight real worksheet pages shown at full page size, exactly as participants receive them.


MY WORK-LIFE BALANCE WHEEL

CTPL-13-03

3 My Balance Wheel

PART 3

Score each area from 1 (very unhappy) to 10 (very happy). Then shade each segment from the centre outward.

1 Career and work

2 Money and finances

3 Health and fitness

4 Family and friends

5 Fun and recreation

6 Learning and growth

7 Home and surroundings

8 Rest and mind

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Page 3 of 5


MY RESPONSE TO CHANGE

CTPL-12-02

3 My Change Curve

PART 3

Think of a real change. Write what you felt and did at each stage. Put a tick in the box beside the stage where you are now.

MOOD AND PRODUCTIVITY

SHOCK

RESIST

EXPLORE

ACCEPT

COMMIT

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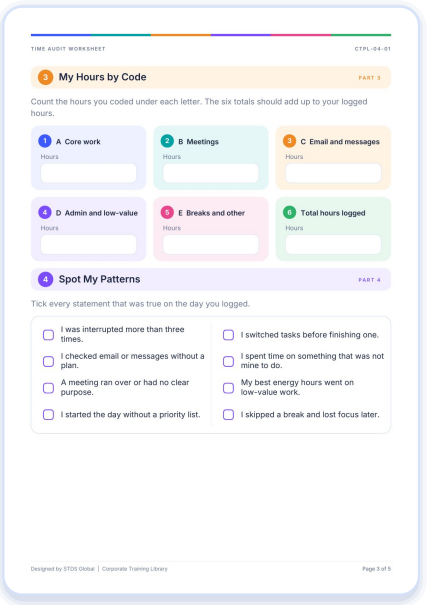
Page 3 of 5


TIME AUDIT WORKSHEET

CTPL-04-01

3 My Hours by Code

PART 3

Count the hours you coded under each letter. The six totals should add up to your logged hours.

1 A Core work

Hours

2 B Meetings

Hours

3 C Email and messages

Hours

4 D Admin and low-value

Hours

5 E Breaks and other

Hours

6 Total hours logged

Hours

4 Spot My Patterns

PART 4

Tick every statement that was true on the day you logged.

I was interrupted more than three times.

I checked email or messages without a plan.

A meeting ran over or had no clear purpose.

I started the day without a priority list.

I switched tasks before finishing one.

I spent time on something that was not mine to do.

My best energy hours went on low-value work.

I skipped a break and lost focus later.

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Page 3 of 5

FULL PAGE VIEW · CATEGORY 05

Emotional Intelligence Self-Assessment

CTPL-05-01 | Self-Assessment | Page 1 of 5

The opening page: purpose, how-to and the first part of the assessment.

CORPORATE TRAINING LIBRARY

Emotional Intelligence Self-Assessment

CTPL-05-01 | Participant Worksheet | Self-Assessment

CATEGORY	TOPIC	RESOURCE TYPE	RECOMMENDED TIME
Emotional Intelligence	Measuring My Emotional Intelligence	Self-Assessment	30 minutes

NAME | ROLE / TEAM | DATE

PURPOSE — Find out how strong your emotional intelligence is today. See your strengths and the areas to build.

HOW TO USE IT — Learn the four EQ areas, then rate yourself honestly on each statement. Spot your pattern and choose where to grow.

1 The Four Areas of Emotional Intelligence — PART 1

Emotional intelligence is the ability to understand and manage emotions, yours and other people's. It has four areas.

1 Self-awareness
- Knowing what I feel and why.
- Seeing my effect on others.

2 Self-management
- Handling my emotions and impulses.
- Staying calm under pressure.

3 Social awareness
- Reading others' feelings.
- Understanding the room.

4 Relationship skills
- Communicating and resolving conflict.
- Building trust.

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FULL PAGE VIEW · CATEGORY 13

My Work-Life Balance Wheel

CTPL-13-03 | Focus Tool | Page 3 of 5

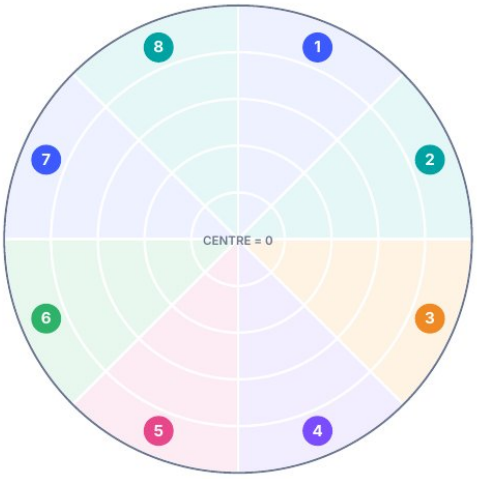
A balance wheel participants score and shade across eight areas of life.

MY WORK-LIFE BALANCE WHEEL CTPL-13-03

3 My Balance Wheel

PART 3

Score each area from 1 (very unhappy) to 10 (very happy). Then shade each segment from the centre outward.



1. Career and work
2. Money and finances
3. Health and fitness
4. Family and friends
5. Fun and recreation
6. Learning and growth
7. Home and surroundings
8. Rest and mind

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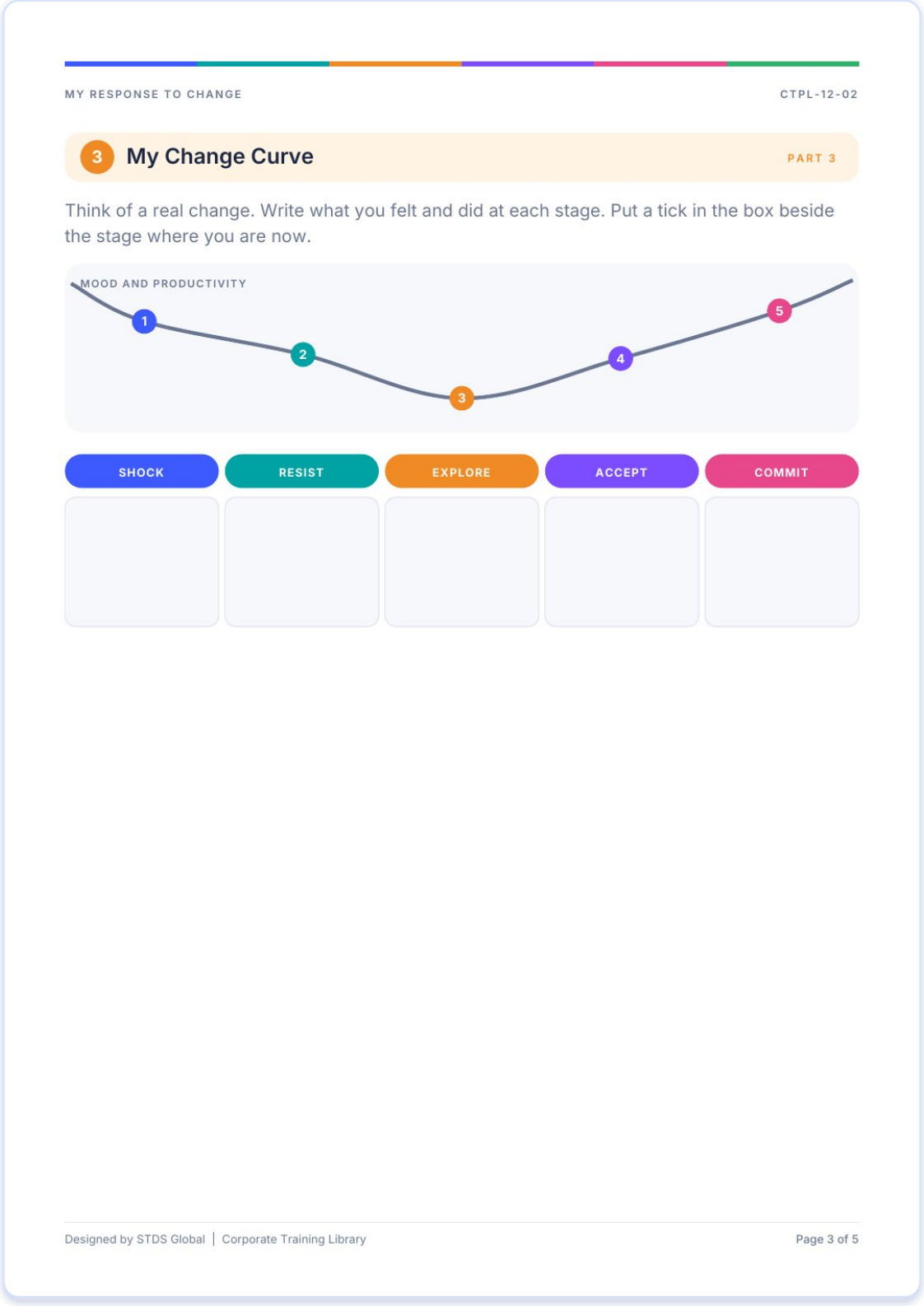
FULL PAGE VIEW · CATEGORY 12

My Response to Change

CTPL-12-02 | Reflection Worksheet | Page 3 of 5

A change curve for mapping feelings and actions through five stages.

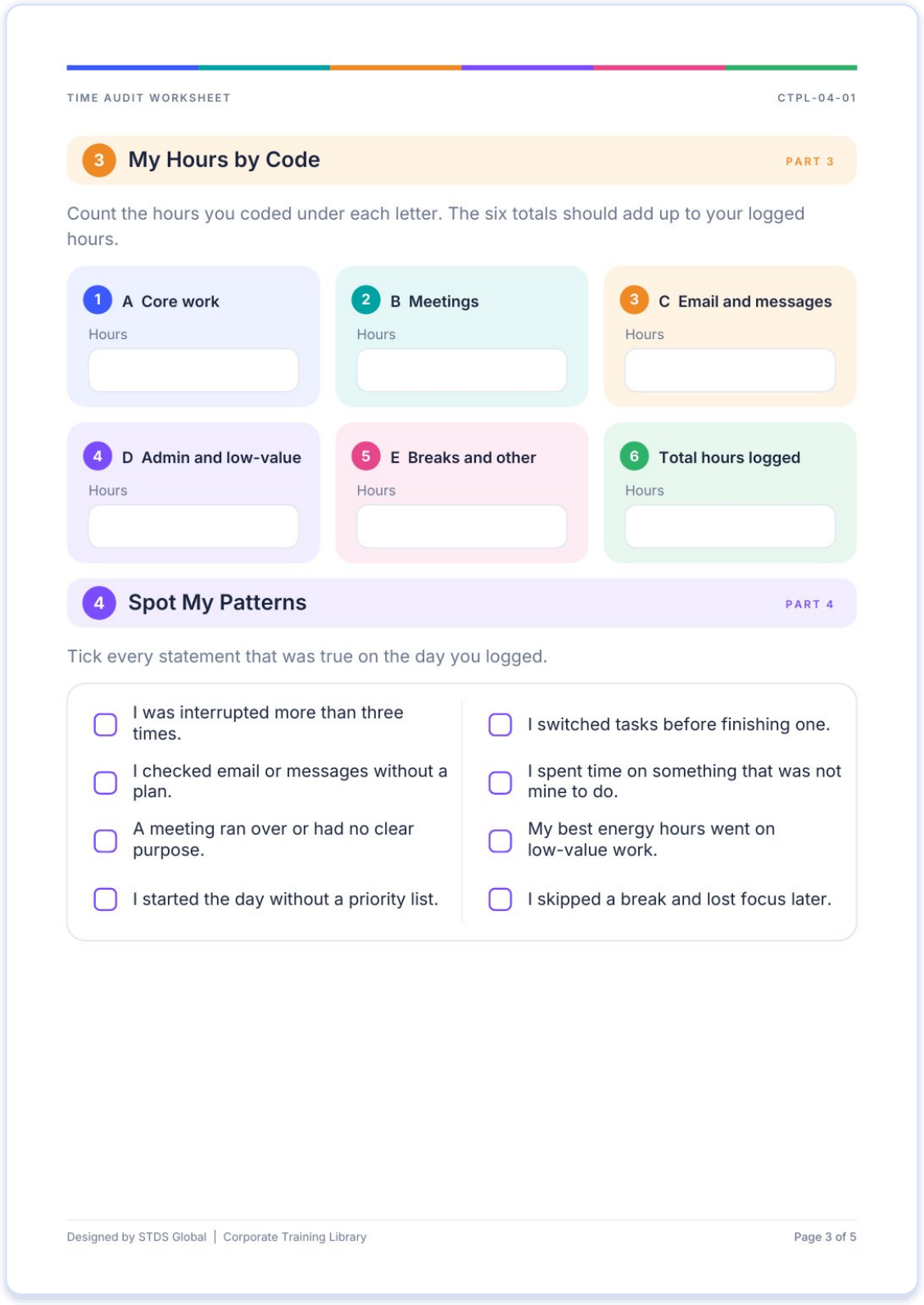


FULL PAGE VIEW · CATEGORY 04

Time Audit Worksheet

CTPL-04-01 | Tracking Log | Page 3 of 5

Hour coding that shows where a working day really goes.



TIME AUDIT WORKSHEET CTPL-04-01

3 My Hours by Code

PART 3

Count the hours you coded under each letter. The six totals should add up to your logged hours.

1 A Core work	2 B Meetings	3 C Email and messages
Hours	Hours	Hours

4 D Admin and low-value	5 E Breaks and other	6 Total hours logged
Hours	Hours	Hours

4 Spot My Patterns

PART 4

Tick every statement that was true on the day you logged.

- ☐ I was interrupted more than three times.
- ☐ I checked email or messages without a plan.
- ☐ A meeting ran over or had no clear purpose.
- ☐ I started the day without a priority list.
- ☐ I switched tasks before finishing one.
- ☐ I spent time on something that was not mine to do.
- ☐ My best energy hours went on low-value work.
- ☐ I skipped a break and lost focus later.

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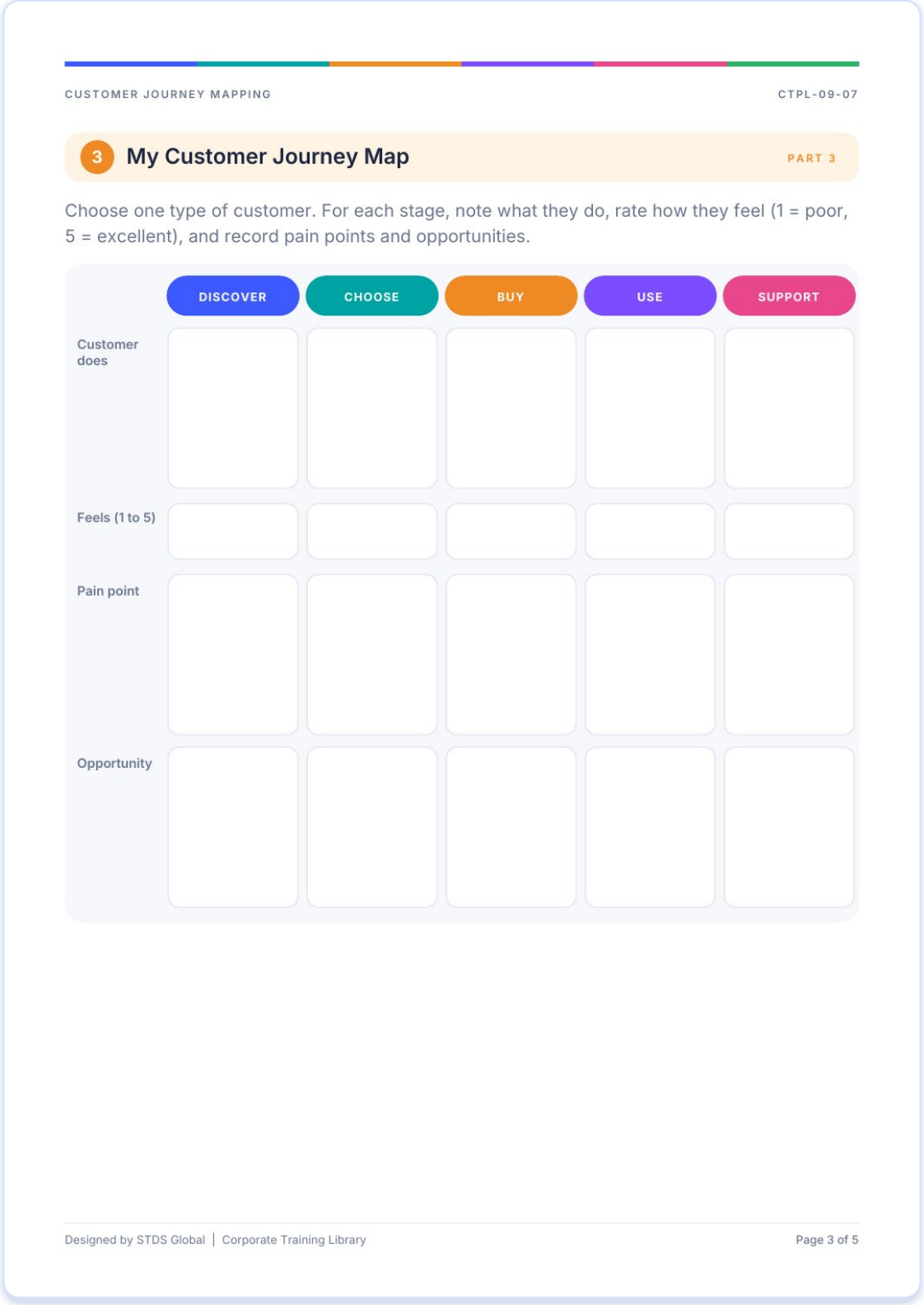
Customer Journey Mapping

CTPL-09-07 | Journey Map | Page 3 of 5

A customer journey map built from the customer's point of view.



CUSTOMER JOURNEY MAPPING CTPL-09-07

3 My Customer Journey Map PART 3

Choose one type of customer. For each stage, note what they do, rate how they feel (1 = poor, 5 = excellent), and record pain points and opportunities.

	DISCOVER	CHOOSE	BUY	USE	SUPPORT
Customer does					
Feels (1 to 5)					
Pain point					
Opportunity					

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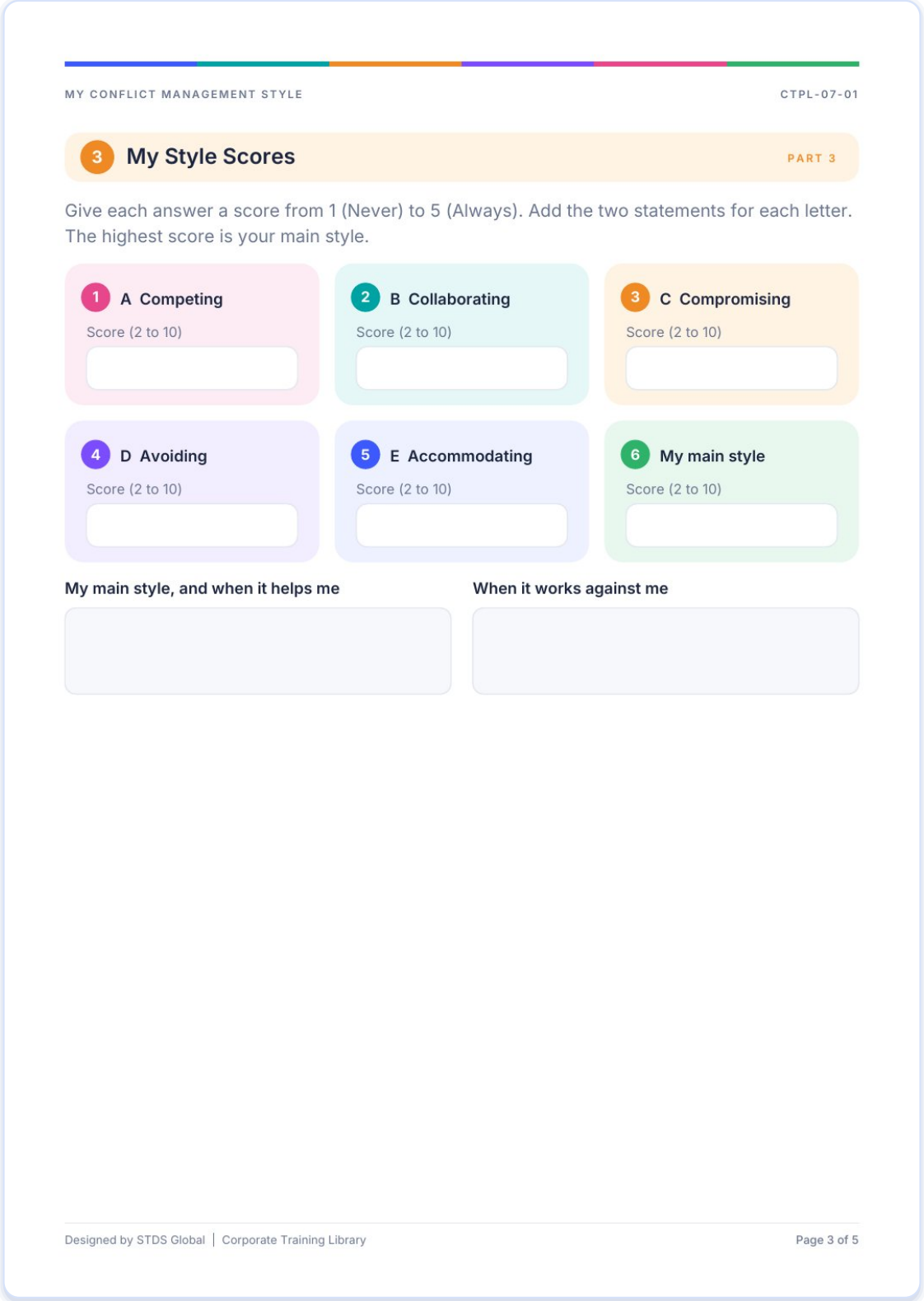
FULL PAGE VIEW · CATEGORY 07

My Conflict Management Style

CTPL-07-01 | Self-Assessment | Page 3 of 5

Scoring boxes that turn ratings into a clear conflict style profile.



MY CONFLICT MANAGEMENT STYLE CTPL-07-01

3 My Style Scores PART 3

Give each answer a score from 1 (Never) to 5 (Always). Add the two statements for each letter. The highest score is your main style.

1 A Competing
Score (2 to 10)

2 B Collaborating
Score (2 to 10)

3 C Compromising
Score (2 to 10)

4 D Avoiding
Score (2 to 10)

5 E Accommodating
Score (2 to 10)

6 My main style
Score (2 to 10)

My main style, and when it helps me

When it works against me

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FULL PAGE VIEW · CATEGORY 11

Skills Gap Analysis

CTPL-11-05 | Skills Gap Tool | Page 3 of 5

A skills gap table with current level, target level and the gap.



SKILLS GAP ANALYSIS CTPL-11-05

3 My Skills Gap Table PART 3

List six skills your role needs. Score your current level and the target level from 1 to 5. The gap is target minus current.

SKILL OR COMPETENCY	CURRENT	TARGET	GAP

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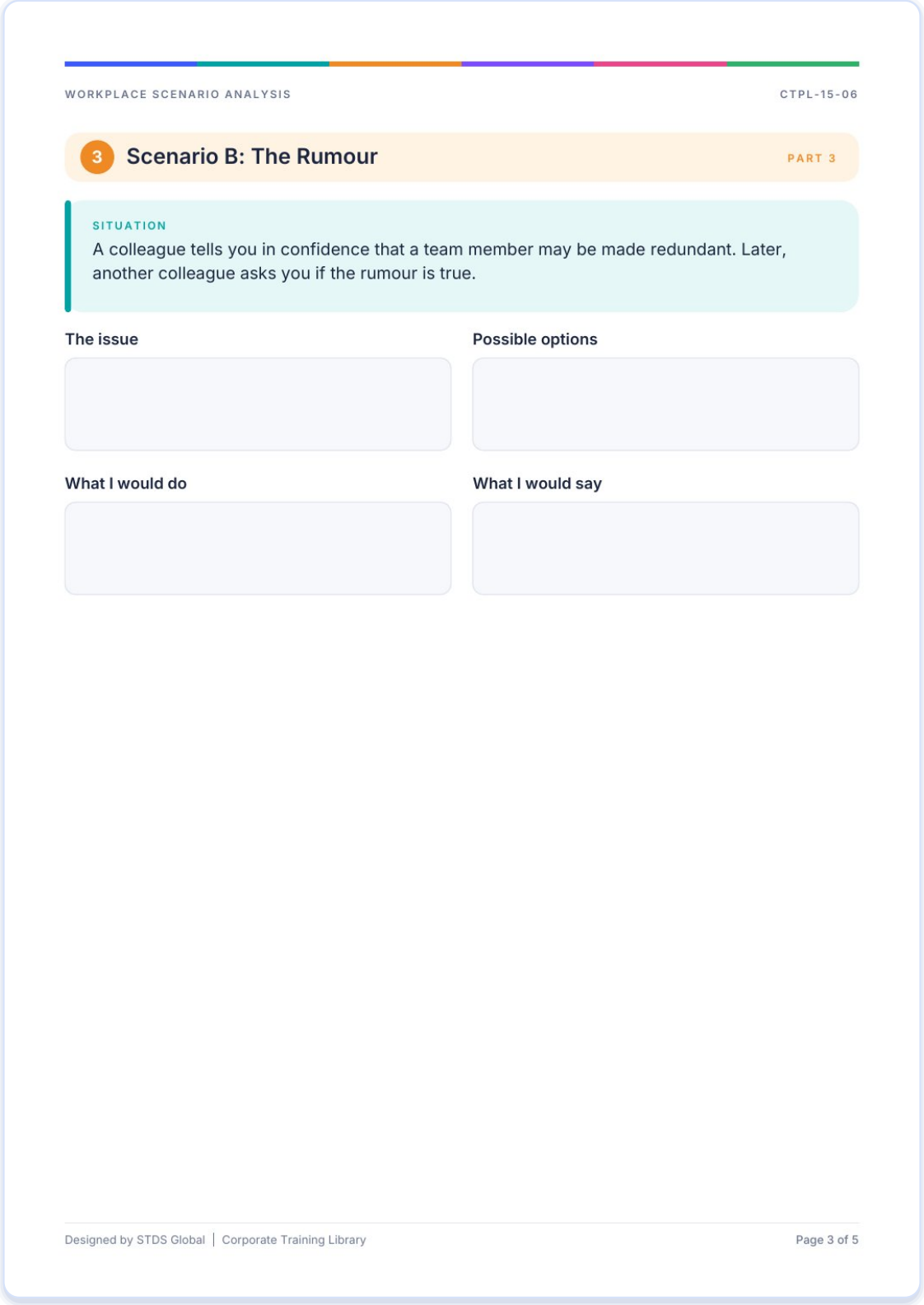
FULL PAGE VIEW · CATEGORY 15

Workplace Scenario Analysis

CTPL-15-06 | Case Practice | Page 3 of 5

A realistic workplace scenario with structured response boxes.



WORKPLACE SCENARIO ANALYSIS CTPL-15-06

3 Scenario B: The Rumour PART 3

SITUATION

A colleague tells you in confidence that a team member may be made redundant. Later, another colleague asks you if the rumour is true.

The issue

Possible options

What I would do

What I would say

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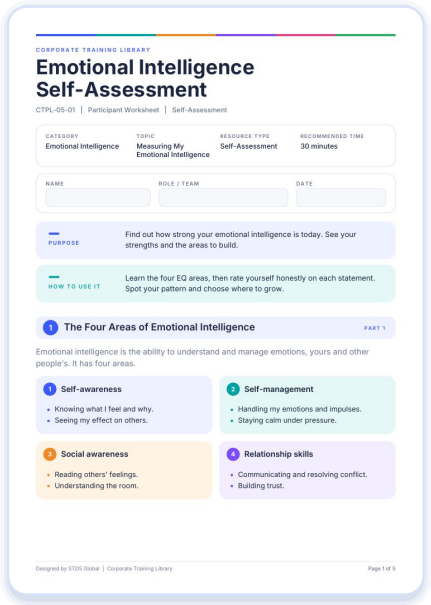
03

Browse by category

Fifteen categories. Each has an opener with every worksheet title, then six real samples.



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Emotional Intelligence Self-Assessment

CTPL-05-01 | Participant Worksheet | Self-Assessment

CATEGORY	TOPIC	RESOURCE TYPE	RECOMMENDED TIME
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- Handling my emotions and impulses.
- Staying calm under pressure.

3 Social awareness
- Reading others' feelings.
- Understanding the room.

4 Relationship skills
- Communicating and resolving conflict.
- Building trust.

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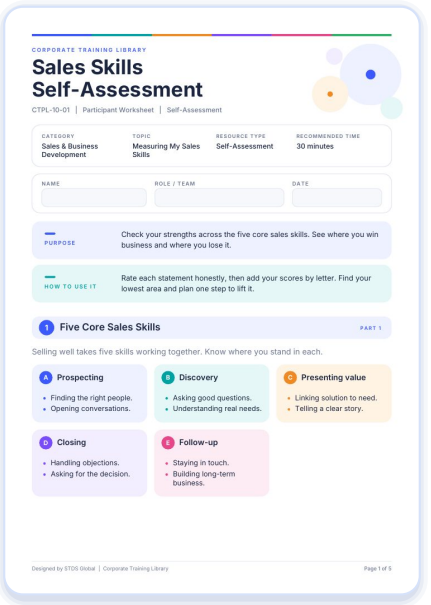

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Sales Skills Self-Assessment

CTPL-10-01 | Participant Worksheet | Self-Assessment

CATEGORY	TOPIC	RESOURCE TYPE	RECOMMENDED TIME
Sales & Business Development	Measuring My Sales Skills	Self-Assessment	30 minutes

NAME | ROLE / TEAM | DATE

PURPOSE — Check your strengths across the five core sales skills. See where you win business and where you lose it.

HOW TO USE IT — Rate each statement honestly, then add your scores by letter. Find your lowest area and plan one step to lift it.

1 Five Core Sales Skills PART 1

Selling well takes five skills working together. Know where you stand in each.

A Prospecting
- Finding the right people.
- Opening conversations.

B Discovery
- Asking good questions.
- Understanding real needs.

C Presenting value
- Linking solution to need.
- Telling a clear story.

D Closing
- Handling objections.
- Asking for the decision.

E Follow-up
- Staying in touch.
- Building long-term business.

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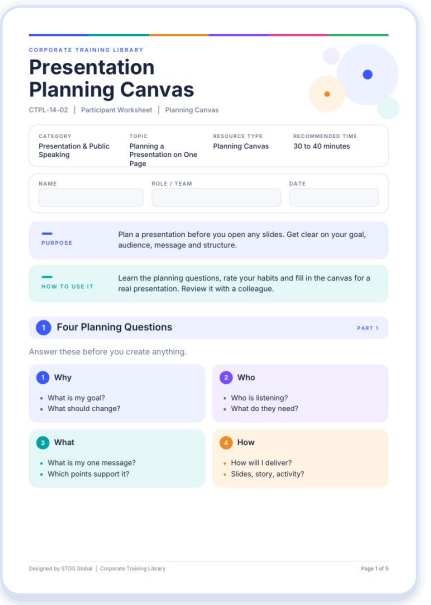


CORPORATE TRAINING LIBRARY

Presentation Planning Canvas

CTPL-14-02 | Participant Worksheet | Planning Canvas

CATEGORY	TOPIC	RESOURCE TYPE	RECOMMENDED TIME
Presentation & Public Speaking	Planning a Presentation on One Page	Planning Canvas	30 to 40 minutes

NAME | ROLE / TEAM | DATE

PURPOSE — Plan a presentation before you open any slides. Get clear on your goal, audience, message and structure.

HOW TO USE IT — Learn the planning questions, rate your habits and fill in the canvas for a real presentation. Review it with a colleague.

1 Four Planning Questions PART 1

Answer these before you create anything.

1 Why
- What is my goal?
- What should change?

2 Who
- Who is listening?
- What do they need?

3 What
- What is my one message?
- Which points support it?

4 How
- How will I deliver?
- Slides, story, activity?

Designed by STDS Global | Corporate Training Library — Page 1 of 5

01

Leadership

Build self-aware, effective leaders. Assess leadership behaviour, spot development gaps and commit to a clear improvement plan.

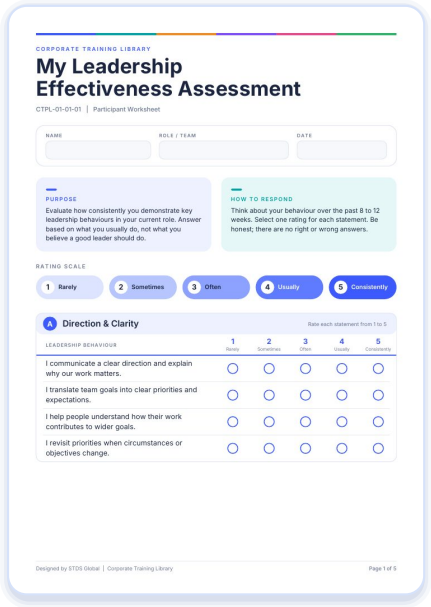
10 worksheets

ALL WORKSHEETS IN THIS CATEGORY		Shown in samples
01-01	My Leadership Effectiveness Assessment	Self-Assessment
01-02	My Leadership Strengths & Development Gaps	Skills Gap Analysis
01-03	The Leadership Behaviour Audit	Behavioural Reflection
01-04	Leadership in Action: Workplace Situations	Scenario Analysis
01-05	The Leadership Challenge	Individual Activity
01-06	How My Team Experiences My Leadership	Reflection and Peer Feedback
01-07	My Leadership Competency Scorecard	Competency Rating
01-08	Leadership Knowledge Check	Knowledge Assessment
01-09	The Effective Leader's Quick Reference	Quick Reference
01-10	My Leadership Improvement Commitment	Action Planning

CATEGORY 01 · LEADERSHIP

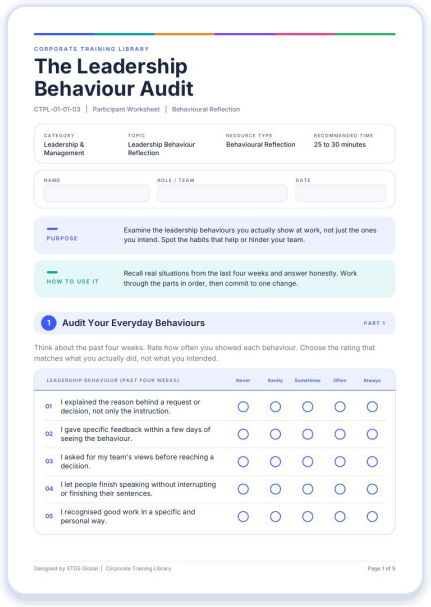
Six sample worksheets

The opening page of six real worksheets from this category.



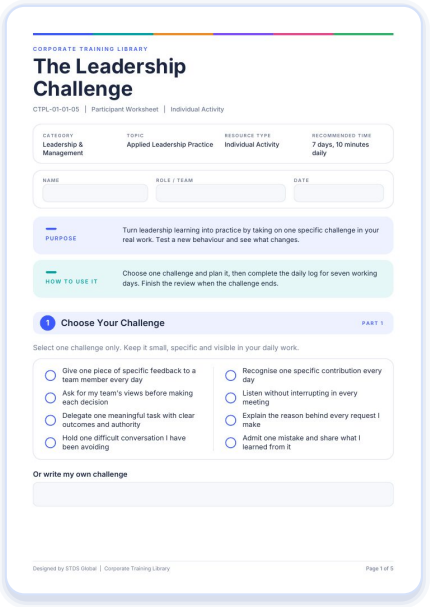
My Leadership Effectiveness Assessment

01-01 | Self-Assessment



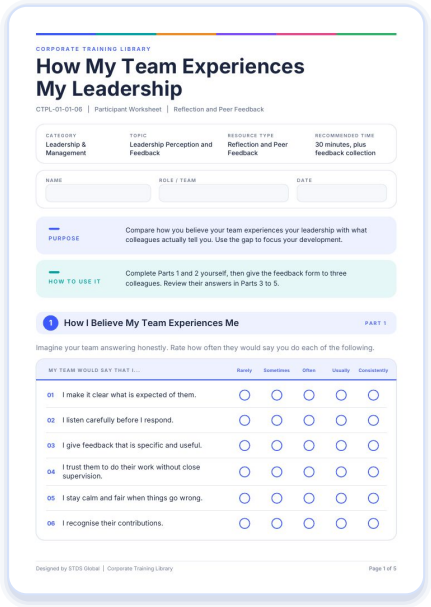
The Leadership Behaviour Audit

01-03 | Behavioural Reflection



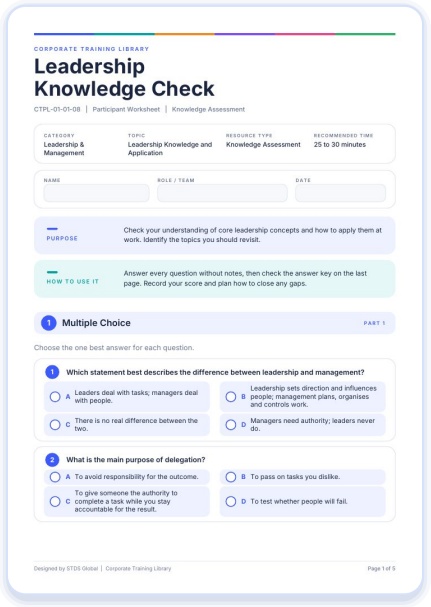
The Leadership Challenge

01-05 | Individual Activity



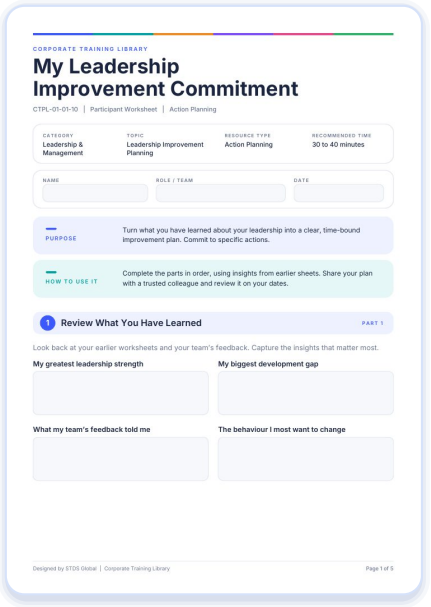
How My Team Experiences My Leadership

01-06 | Reflection and Peer Feedback



Leadership Knowledge Check

01-08 | Knowledge Assessment



My Leadership Improvement Commitment

01-10 | Action Planning

02

Communication Skills

Speak, listen and write with clarity. Practise feedback, assertiveness, difficult conversations and everyday workplace etiquette.

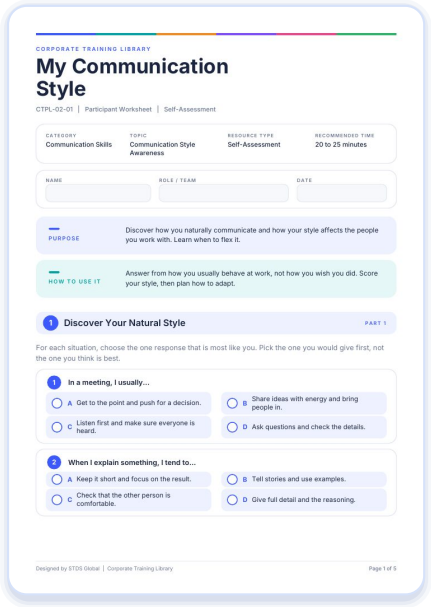
10 worksheets

ALL WORKSHEETS IN THIS CATEGORY		Shown in samples
02-01	My Communication Style	Self-Assessment
02-02	Active Listening Challenge	Individual Activity
02-03	Barriers to Effective Communication	Reflection and Scenario Analysis
02-04	Giving Constructive Feedback	Skill Practice
02-05	Assertive Communication	Self-Assessment and Practice
02-06	Difficult Conversations	Planning Tool
02-07	Non-Verbal Communication	Observation and Self-Check
02-08	Workplace Email Etiquette	Checklist and Practice
02-09	Communicating with Different Personalities	Style Guide and Application
02-10	Communication Improvement Plan	Action Planning

CATEGORY 02 · COMMUNICATION SKILLS

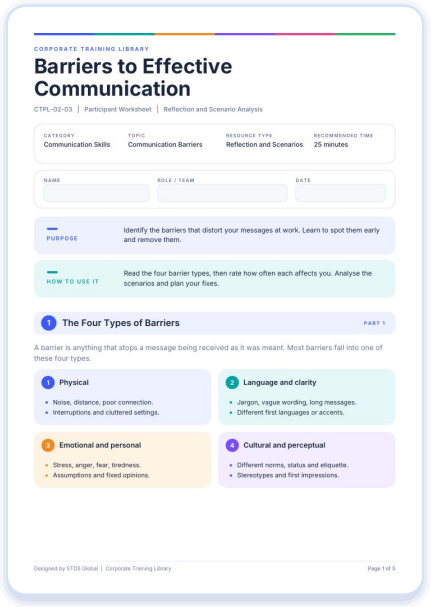
Six sample worksheets

The opening page of six real worksheets from this category.



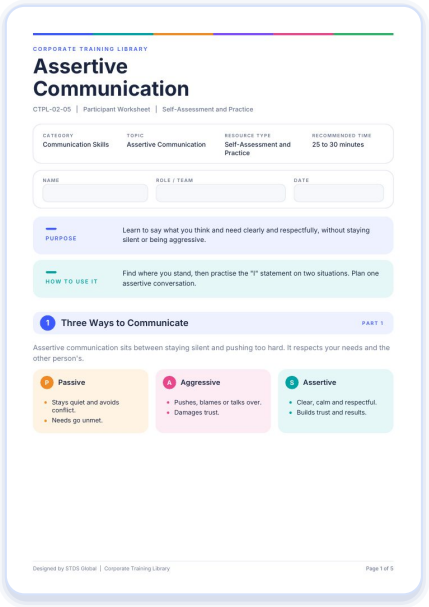
My Communication Style

02-01 | Self-Assessment



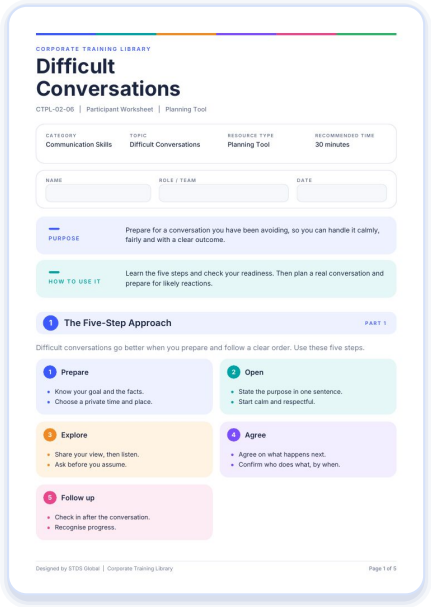
Barriers to Effective Communication

02-03 | Reflection and Scenario Analysis



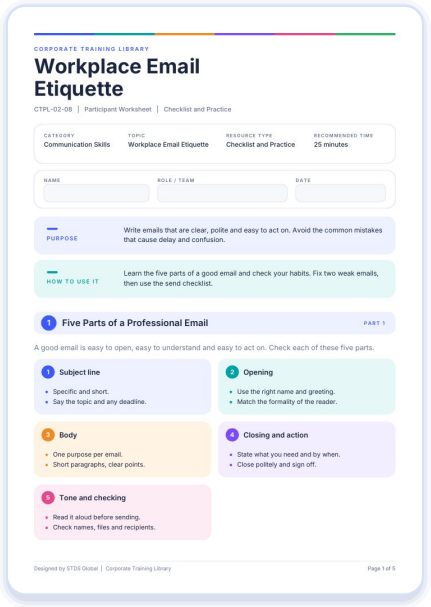
Assertive Communication

02-05 | Self-Assessment and Practice



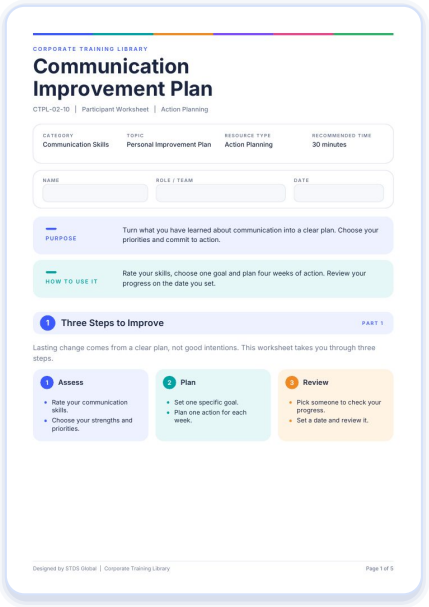
Difficult Conversations

02-06 | Planning Tool



Workplace Email Etiquette

02-08 | Checklist and Practice



Communication Improvement Plan

02-10 | Action Planning

03

Teamwork & Collaboration

Strengthen how people work together. Build trust, clarify roles, solve problems as a team and create high performance.

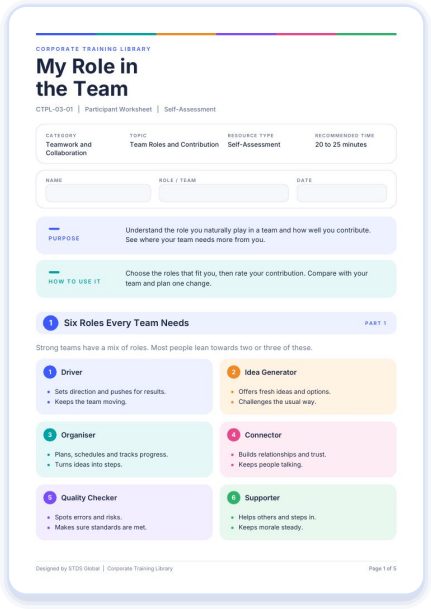
10 worksheets

ALL WORKSHEETS IN THIS CATEGORY		Shown in samples
03-01	My Role in the Team	Self-Assessment
03-02	Teamwork Effectiveness Assessment	Team Assessment
03-03	Building Team Trust	Reflection and Action
03-04	Conflict Resolution at Work	Case Analysis and Planning
03-05	Collaboration Challenges	Problem Analysis and Challenge
03-06	Team Problem-Solving	Case Analysis and Planning
03-07	Understanding Team Dynamics	Observation and Analysis
03-08	Managing Workplace Differences	Reflection and Scenario Analysis
03-09	Accountability in Teams	Self-Assessment and Action Planning
03-10	Creating a High- Performance Team	Action Planning

CATEGORY 03 · TEAMWORK & COLLABORATION

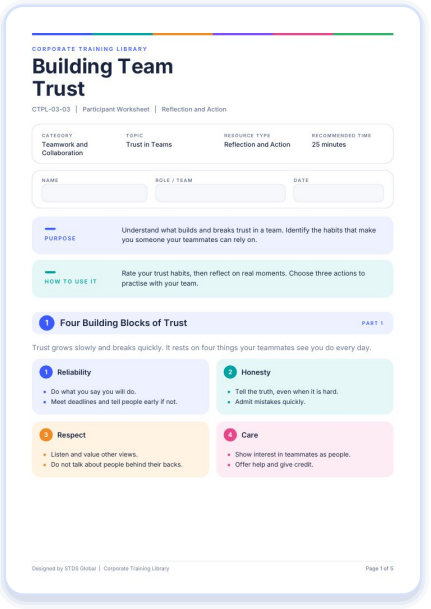
Six sample worksheets

The opening page of six real worksheets from this category.



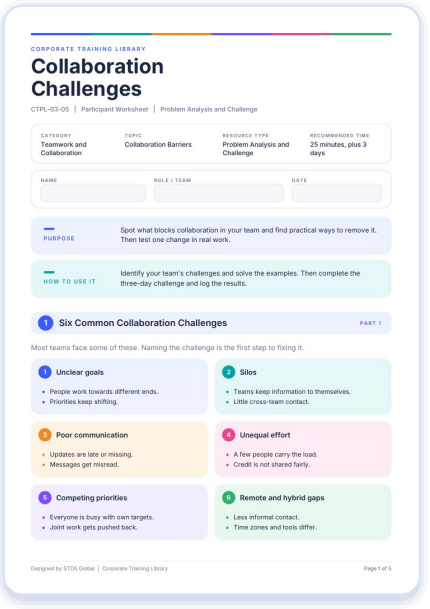
My Role in the Team

03-01 | Self-Assessment



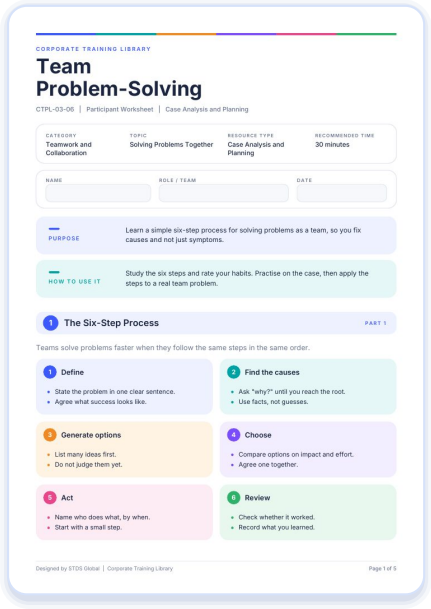
Building Team Trust

03-03 | Reflection and Action



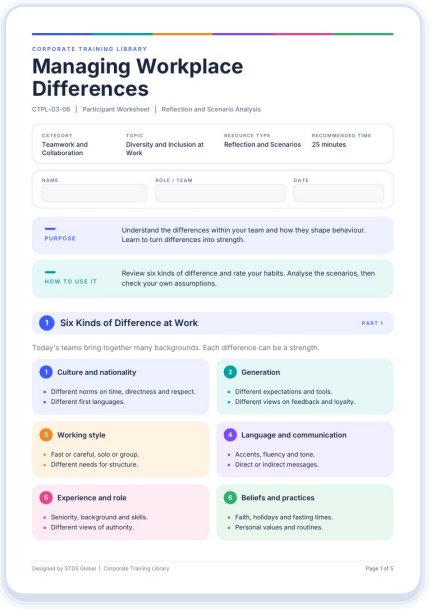
Collaboration Challenges

03-05 | Problem Analysis and Challenge



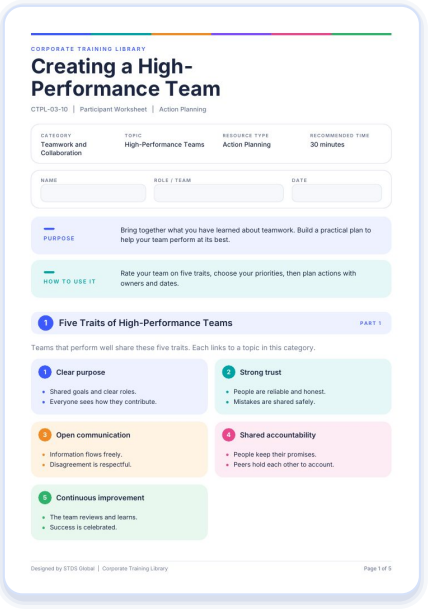
Team Problem-Solving

03-06 | Case Analysis and Planning



Managing Workplace Differences

03-08 | Reflection and Scenario Analysis



Creating a High- Performance Team

03-10 | Action Planning

04

Time Management & Productivity

Take control of time and priorities. Audit your day, plan with proven tools and build focused, productive habits.

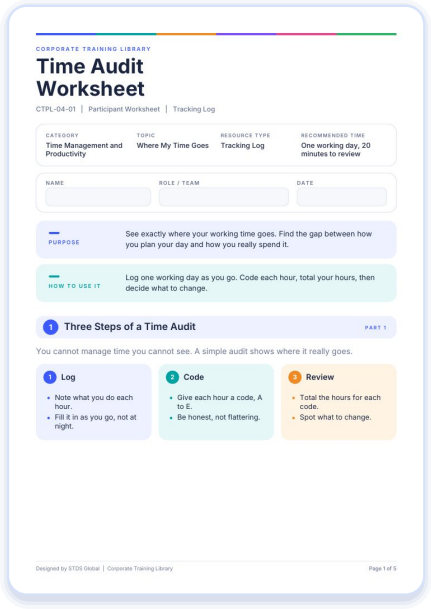
10 worksheets

ALL WORKSHEETS IN THIS CATEGORY		Shown in samples
04-01	Time Audit Worksheet	Tracking Log
04-02	Eisenhower Matrix	Prioritisation Tool
04-03	My Daily Productivity Planner	Daily Planner
04-04	Identifying Time Wasters	Self-Assessment and Action
04-05	Priority Management	Prioritisation and Planning
04-06	SMART Goal Setting	Goal-Setting Framework
04-07	Overcoming Procrastination	Self-Reflection and Action
04-08	Managing Multiple Tasks	Workload Planning
04-09	Weekly Productivity Review	Weekly Review Template
04-10	Personal Productivity Action Plan	Action Plan

CATEGORY 04 · TIME MANAGEMENT & PRODUCTIVITY

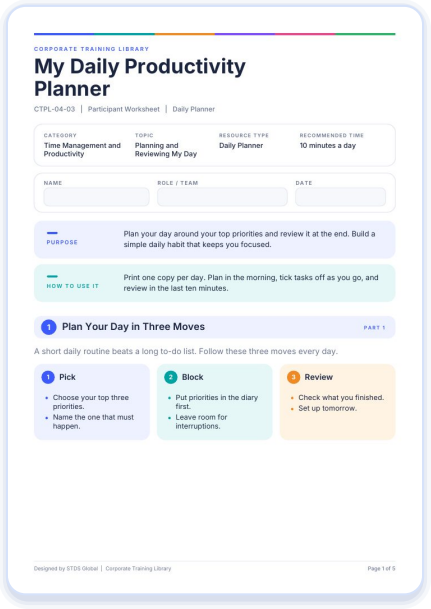
Six sample worksheets

The opening page of six real worksheets from this category.



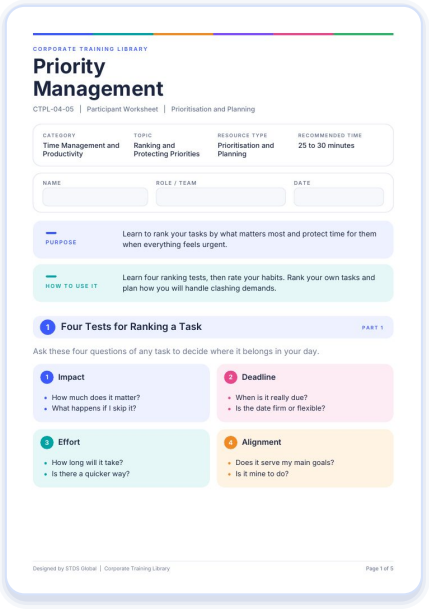
Time Audit Worksheet

04-01 | Tracking Log



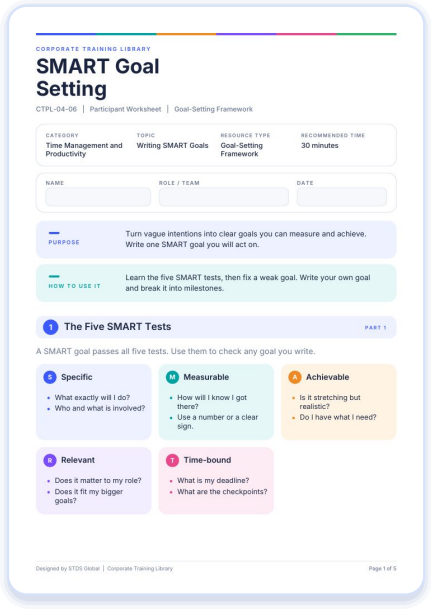
My Daily Productivity Planner

04-03 | Daily Planner



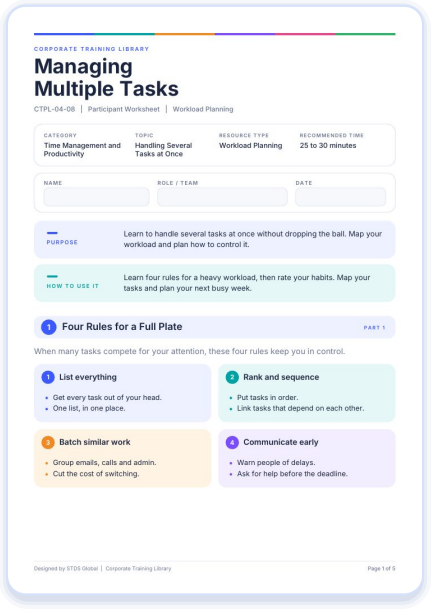
Priority Management

04-05 | Prioritisation and Planning



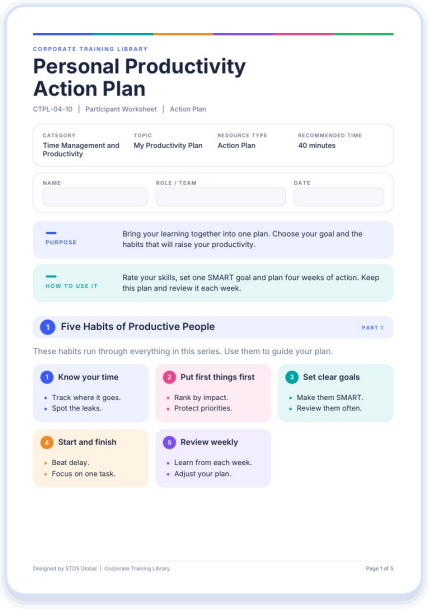
SMART Goal Setting

04-06 | Goal-Setting Framework



Managing Multiple Tasks

04-08 | Workload Planning



Personal Productivity Action Plan

04-10 | Action Plan

05

Emotional Intelligence

Understand and manage emotions. Build self-awareness, empathy and the habit of responding instead of reacting.

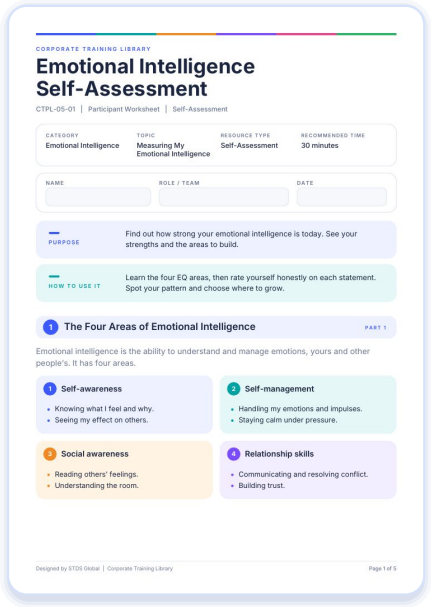
10 worksheets

ALL WORKSHEETS IN THIS CATEGORY		Shown in samples
05-01	Emotional Intelligence Self-Assessment	Self-Assessment
05-02	Understanding My Emotional Triggers	Self-Reflection and Action
05-03	Self-Awareness Reflection	Reflection Journal
05-04	Empathy at the Workplace	Skills Practice
05-05	Managing Emotional Reactions	Skills Practice
05-06	Responding Instead of Reacting	Skills Practice
05-07	Understanding Others' Perspectives	Skills Practice
05-08	Developing Emotional Resilience	Self-Assessment and Action
05-09	My Personal Values	Values Clarification
05-10	Emotional Intelligence Action Plan	Action Plan

CATEGORY 05 · EMOTIONAL INTELLIGENCE

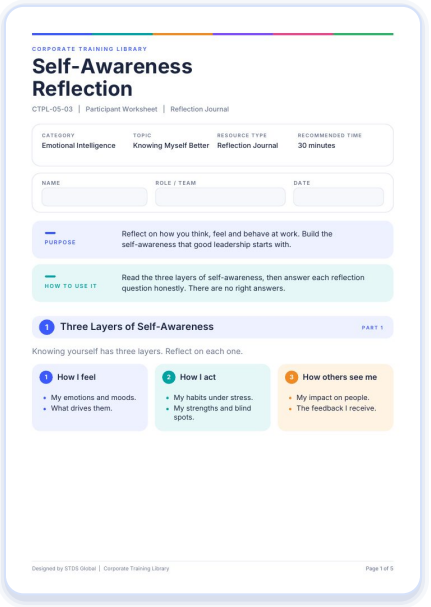
Six sample worksheets

The opening page of six real worksheets from this category.



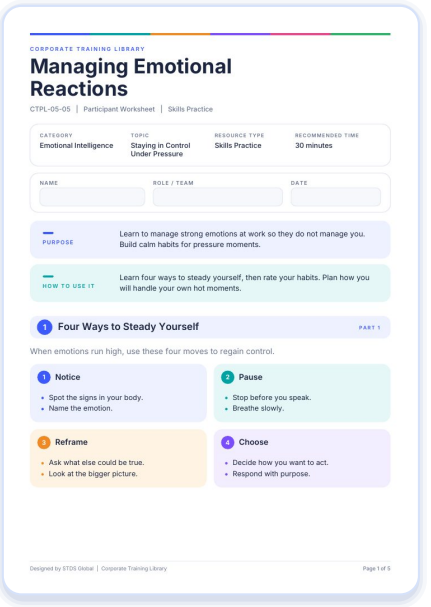
Emotional Intelligence Self-Assessment

05-01 | Self-Assessment



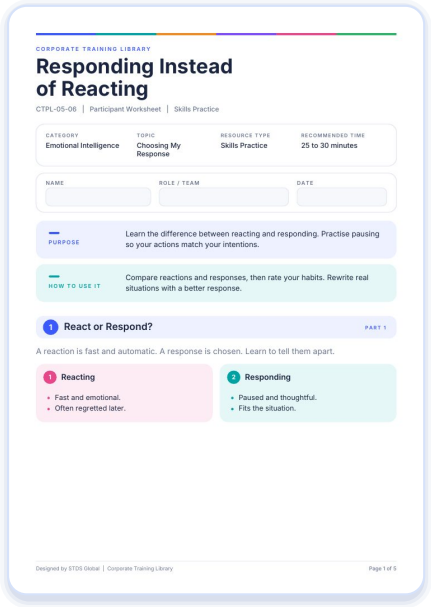
Self-Awareness Reflection

05-03 | Reflection Journal



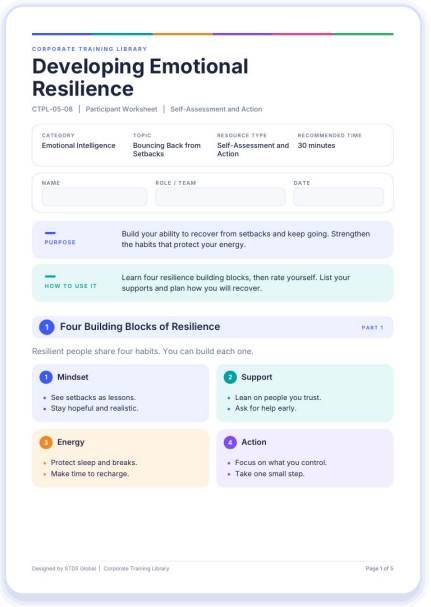
Managing Emotional Reactions

05-05 | Skills Practice



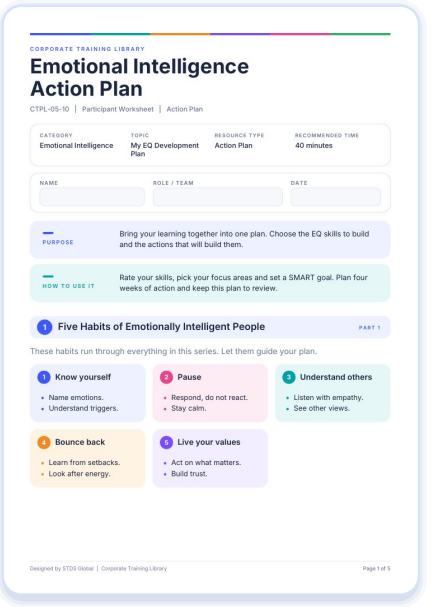
Responding Instead of Reacting

05-06 | Skills Practice



Developing Emotional Resilience

05-08 | Self-Assessment and Action



Emotional Intelligence Action Plan

05-10 | Action Plan

06

Problem-Solving & Critical Thinking

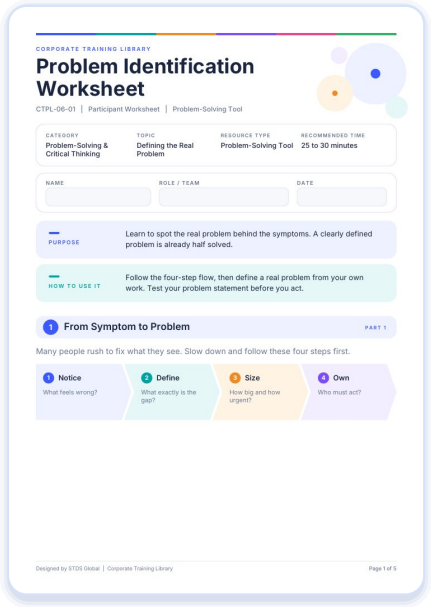
Think clearly and decide well. Define problems, find root causes, weigh options and learn from results.

10 worksheets

ALL WORKSHEETS IN THIS CATEGORY		Shown in samples
06-01	Problem Identification Worksheet	Problem-Solving Tool
06-02	Root Cause Analysis: 5 Whys	Root Cause Tool
06-03	Fishbone Diagram	Cause-and-Effect Diagram
06-04	Critical Thinking Challenge	Skills Challenge
06-05	Decision-Making Matrix	Decision Matrix
06-06	Scenario-Based Problem Solving	Case Practice
06-07	Challenging Assumptions	Reflection and Practice
06-08	Creative Thinking Canvas	Creative Canvas
06-09	Risk Assessment Worksheet	Risk Assessment Tool
06-10	Lessons Learned Worksheet	Review Template

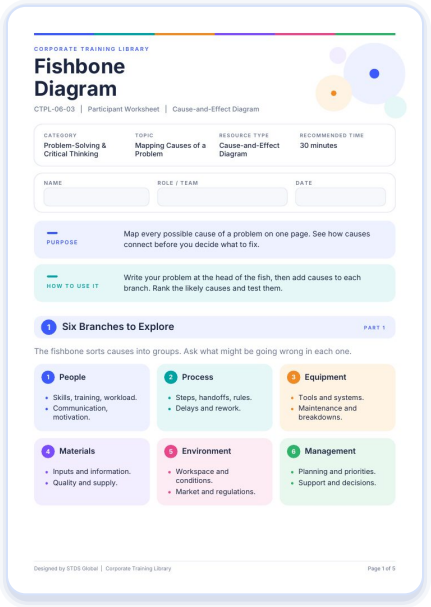
Six sample worksheets

The opening page of six real worksheets from this category.



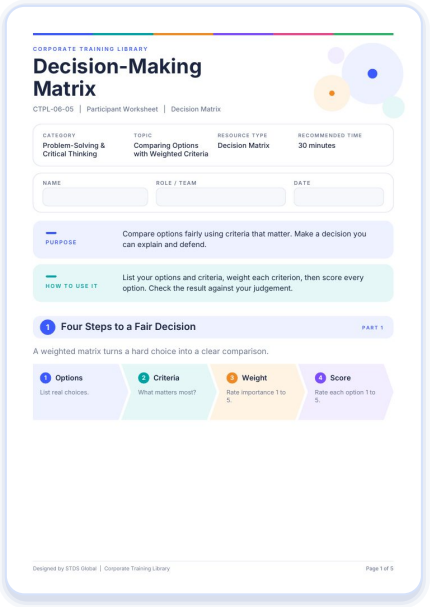
Problem Identification Worksheet

06-01 | Problem-Solving Tool



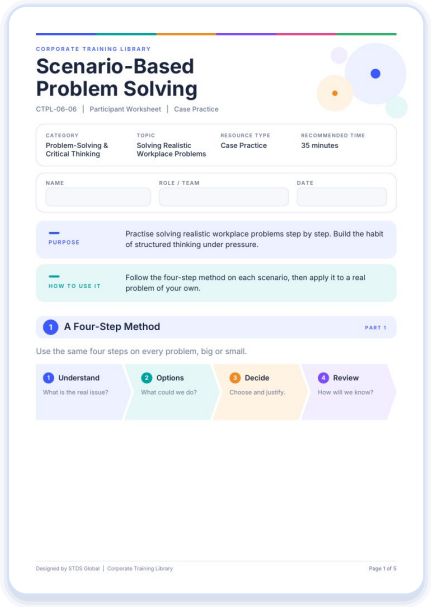
Fishbone Diagram

06-03 | Cause-and-Effect Diagram



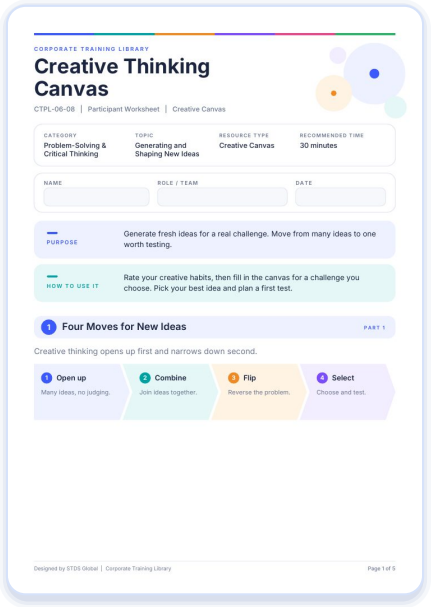
Decision-Making Matrix

06-05 | Decision Matrix



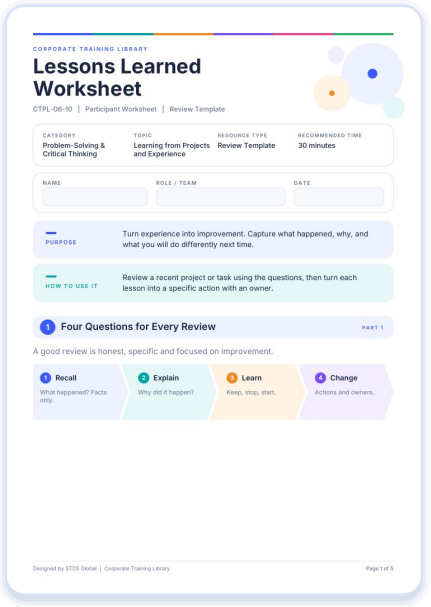
Scenario-Based Problem Solving

06-06 | Case Practice



Creative Thinking Canvas

06-08 | Creative Canvas



Lessons Learned Worksheet

06-10 | Review Template

07

Conflict Management & Negotiation

Handle disagreement constructively. Understand your style and triggers practical agreements.

8 worksheets

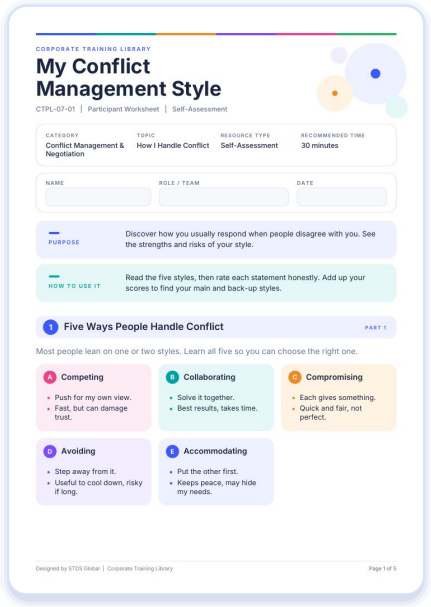
ALL WORKSHEETS IN THIS CATEGORY — Shown in samples

07-01	My Conflict Management Style	Self-Assessment
07-02	Understanding Conflict Triggers	Reflection and Analysis
07-03	Workplace Conflict Analysis	Analysis Tool
07-04	Negotiation Preparation Sheet	Preparation Tool
07-05	Win-Win Negotiation Planner	Planning Tool
07-06	Handling Difficult People	Skills Practice
07-07	Finding Common Ground	Skills Practice
07-08	Conflict Resolution Action Plan	Action Plan

CATEGORY 07 · CONFLICT MANAGEMENT & NEGOTIATION

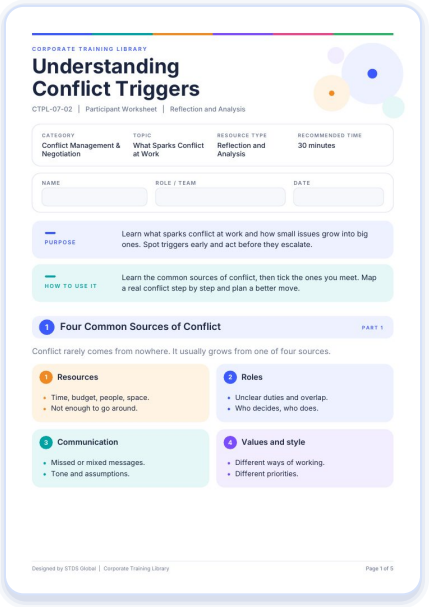
Six sample worksheets

The opening page of six real worksheets from this category.



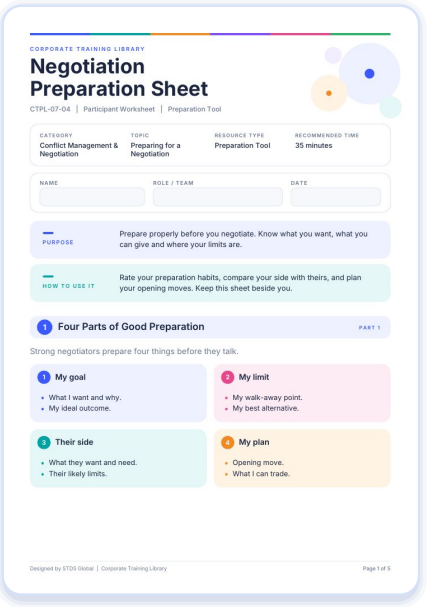
My Conflict Management Style

07-01 | Self-Assessment



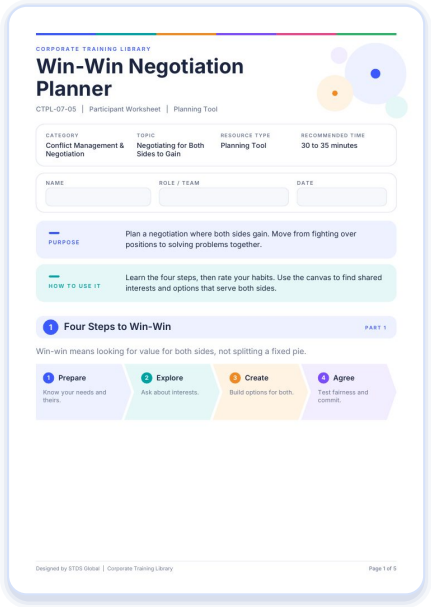
Understanding Conflict Triggers

07-02 | Reflection and Analysis



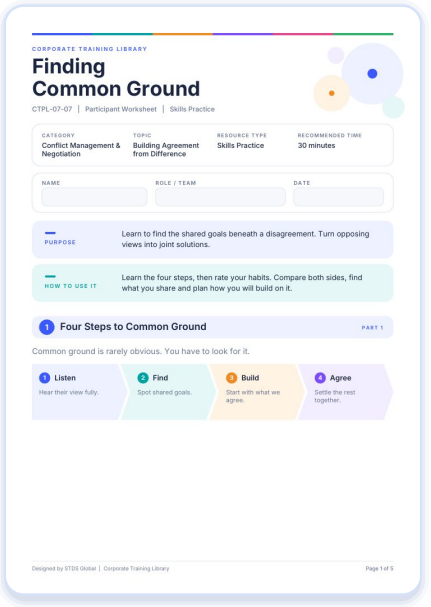
Negotiation Preparation Sheet

07-04 | Preparation Tool



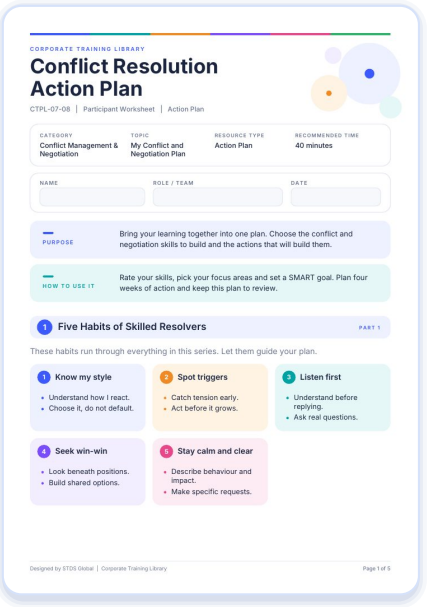
Win-Win Negotiation Planner

07-05 | Planning Tool



Finding Common Ground

07-07 | Skills Practice



Conflict Resolution Action Plan

07-08 | Action Plan

08

Motivation & Employee Engagement

Understand what drives people. Explore motivation, build engagement and personal growth.

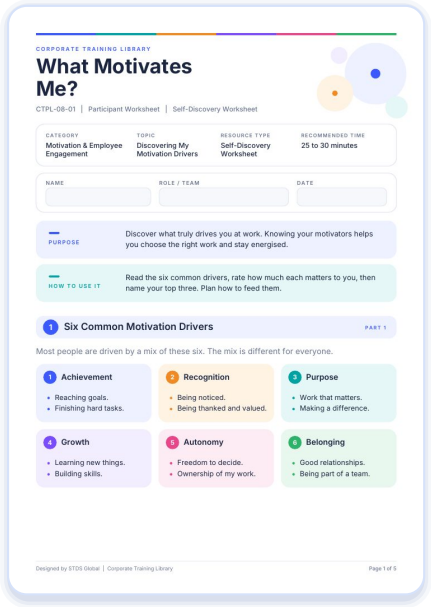
8 worksheets

ALL WORKSHEETS IN THIS CATEGORY — Shown in samples

08-01	What Motivates Me?	Self-Discovery Worksheet
08-02	Personal Motivation Assessment	Self-Assessment
08-03	Workplace Engagement Reflection	Reflection Worksheet
08-04	Identifying My Strengths	Self-Discovery Worksheet
08-05	My Career Aspirations	Career Reflection and Planning
08-06	Personal Growth Planner	Planning Tool
08-07	Building a Positive Mindset	Mindset Practice
08-08	My Professional Development Plan	Development Plan

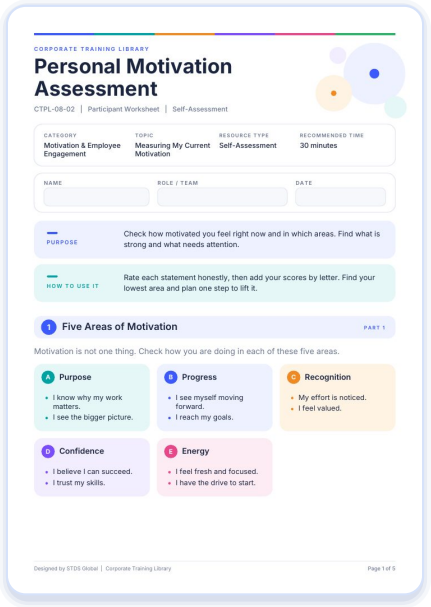
Six sample worksheets

The opening page of six real worksheets from this category.



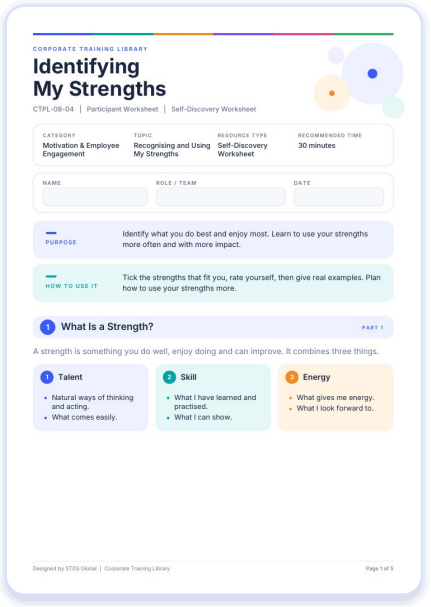
What Motivates Me?

08-01 | Self-Discovery Worksheet



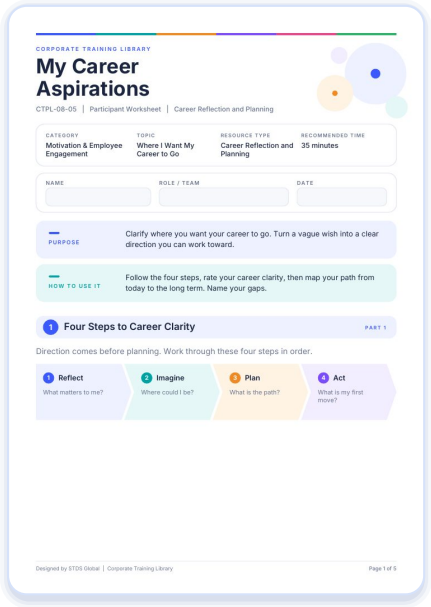
Personal Motivation Assessment

08-02 | Self-Assessment



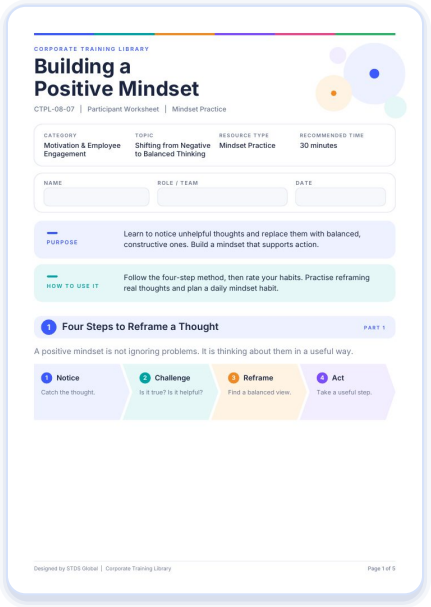
Identifying My Strengths

08-04 | Self-Discovery Worksheet



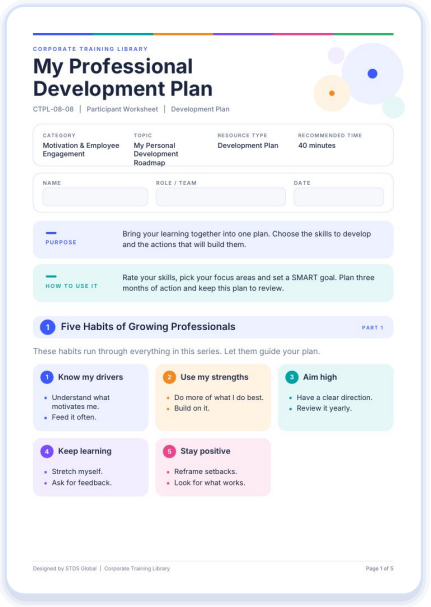
My Career Aspirations

08-05 | Career Reflection and Planning



Building a Positive Mindset

08-07 | Mindset Practice



My Professional Development Plan

08-08 | Development Plan

09

Customer Service & Customer Experience

Put the customer first. Understand expectations, map journeys and plan h xperiences.

8 worksheets

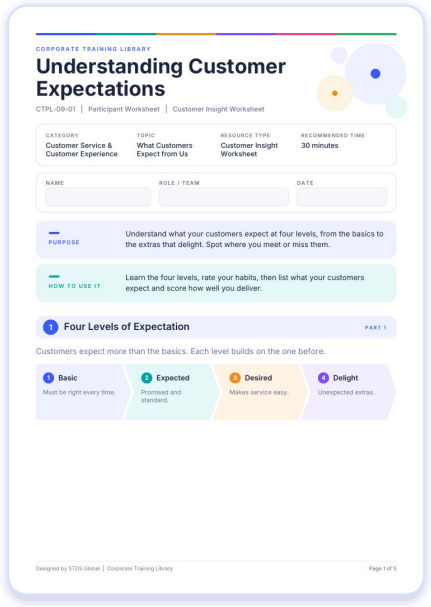
ALL WORKSHEETS IN THIS CATEGORY — Shown in samples

09-01	Understanding Customer Expectations	Customer Insight Worksheet
09-02	Customer Persona Worksheet	Persona Builder
09-03	Handling Customer Complaints	Skills Practice
09-04	Difficult Customer Scenarios	Case Practice
09-05	Customer Empathy Map	Empathy Mapping Tool
09-06	Service Recovery Planner	Planning Tool
09-07	Customer Journey Mapping	Journey Map
09-08	Customer Experience Improvement Plan	Action Plan

CATEGORY 09 · CUSTOMER SERVICE & CUSTOMER EXPERIENCE

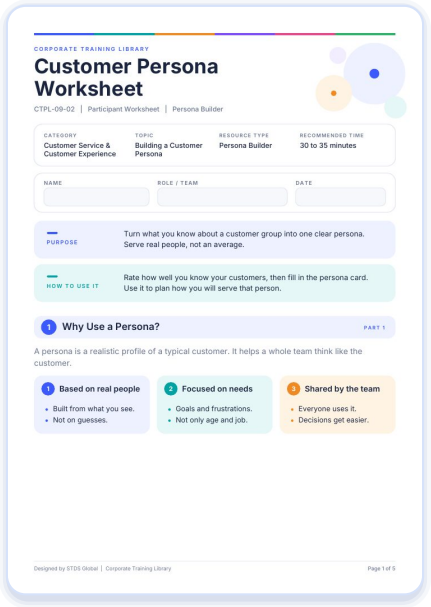
Six sample worksheets

The opening page of six real worksheets from this category.



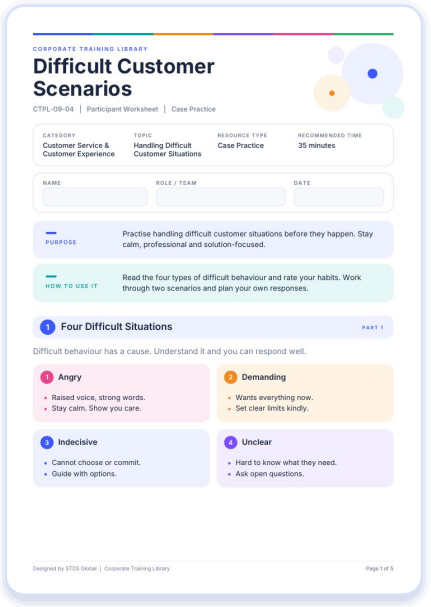
Understanding Customer Expectations

09-01 | Customer Insight Worksheet



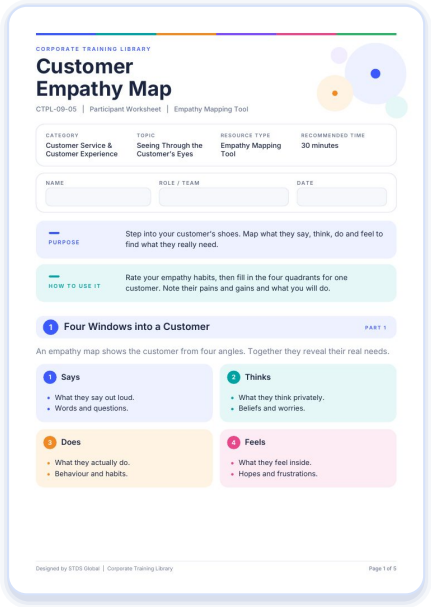
Customer Persona Worksheet

09-02 | Persona Builder



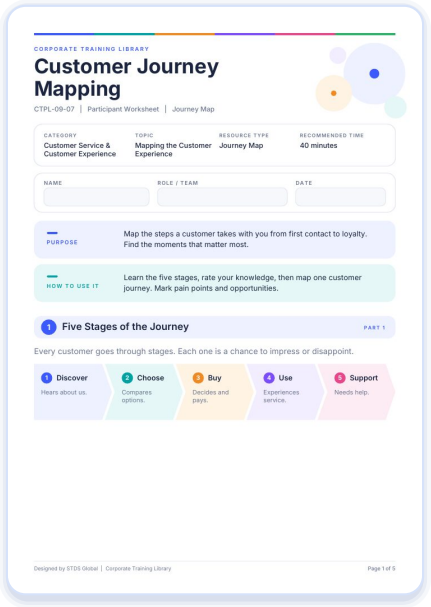
Difficult Customer Scenarios

09-04 | Case Practice



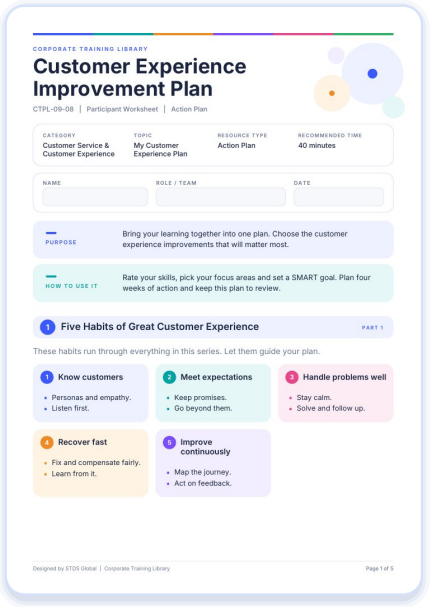
Customer Empathy Map

09-05 | Empathy Mapping Tool



Customer Journey Mapping

09-07 | Journey Map



Customer Experience Improvement Plan

09-08 | Action Plan

10

Sales & Business Development

Sell with skill and structure. Assess your sales skills, understand customer needs and plan performance.

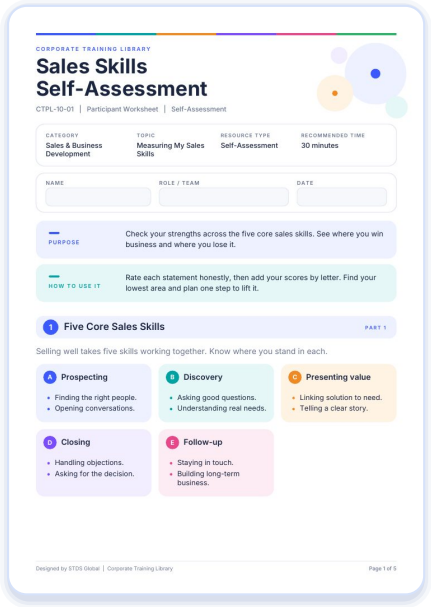
8 worksheets

ALL WORKSHEETS IN THIS CATEGORY — Shown in samples

10-01	Sales Skills Self-Assessment	Self-Assessment
10-02	Understanding Customer Needs	Discovery Worksheet
10-03	Consultative Selling Planner	Planning Tool
10-04	Handling Sales Objections	Skills Practice
10-05	Sales Conversation Planner	Planning Tool
10-06	Negotiation Practice Sheet	Skills Practice
10-07	Building Customer Relationships	Relationship Planner
10-08	My Sales Performance Planner	Performance Plan

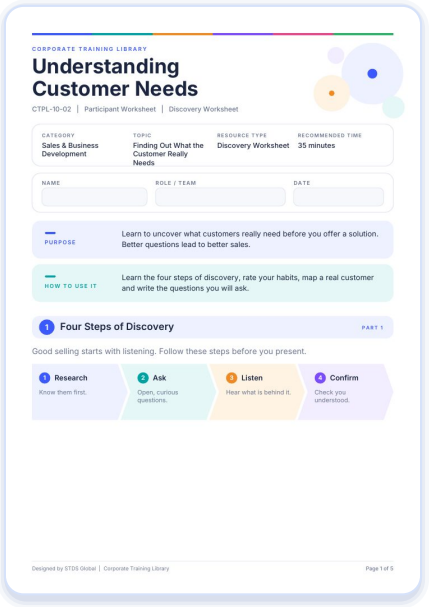
Six sample worksheets

The opening page of six real worksheets from this category.



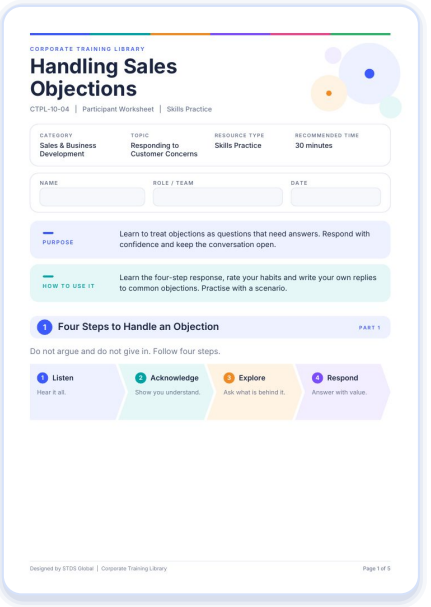
Sales Skills Self-Assessment

10-01 | Self-Assessment



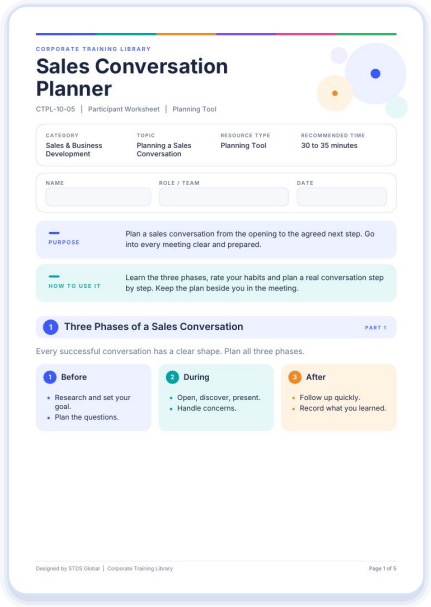
Understanding Customer Needs

10-02 | Discovery Worksheet



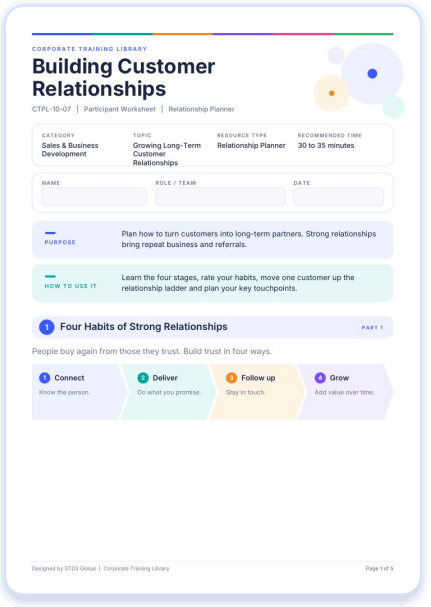
Handling Sales Objections

10-04 | Skills Practice



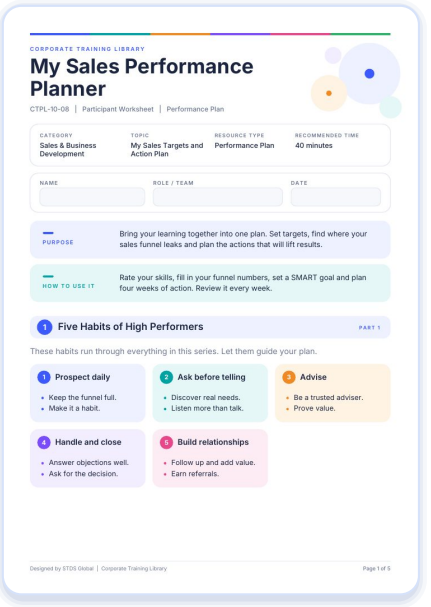
Sales Conversation Planner

10-05 | Planning Tool



Building Customer Relationships

10-07 | Relationship Planner



My Sales Performance Planner

10-08 | Performance Plan

11

HR, L&D & Training

Support people development. Identify training needs, set learning goals and apply learning after training.

8 worksheets

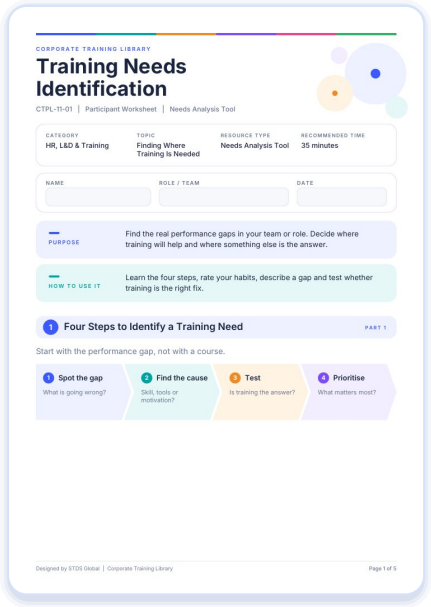
ALL WORKSHEETS IN THIS CATEGORY

		Shown in samples
11-01	Training Needs Identification	Needs Analysis Tool
11-02	My Learning Goals	Goal-Setting Worksheet
11-03	Learning Transfer Planner	Planning Tool
11-04	Training Effectiveness Reflection	Reflection Worksheet
11-05	Skills Gap Analysis	Skills Gap Tool
11-06	Individual Development Plan	Development Plan
11-07	Career Development Roadmap	Career Roadmap
11-08	My Post-Training Action Plan	Action Plan

CATEGORY 11 · HR, L&D & TRAINING

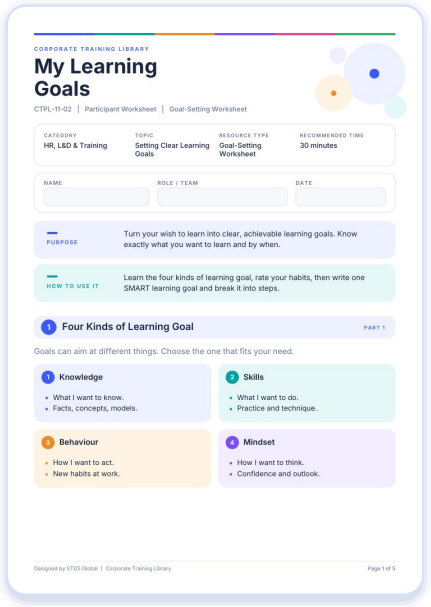
Six sample worksheets

The opening page of six real worksheets from this category.



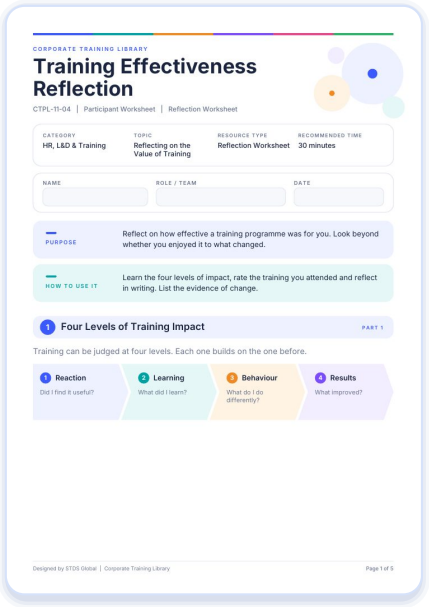
Training Needs Identification

11-01 | Needs Analysis Tool



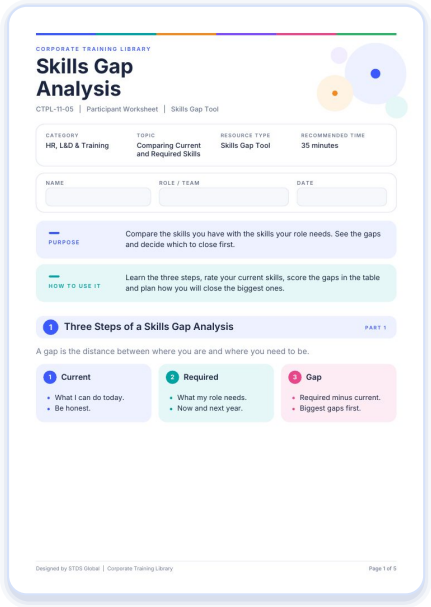
My Learning Goals

11-02 | Goal-Setting Worksheet



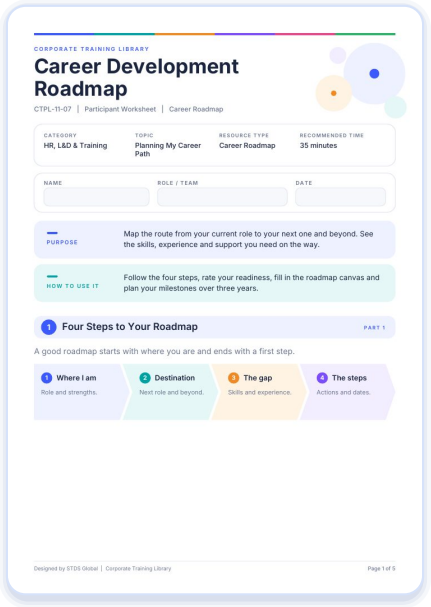
Training Effectiveness Reflection

11-04 | Reflection Worksheet



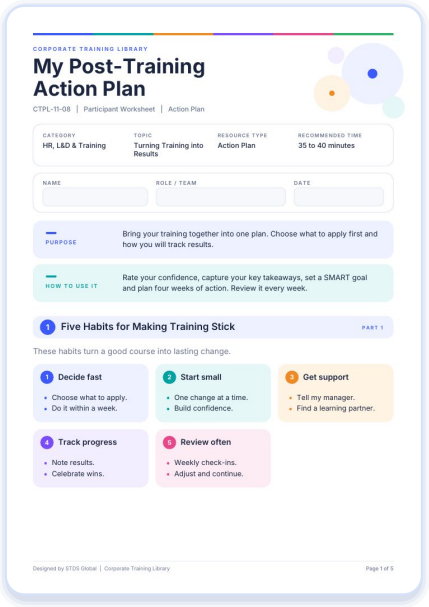
Skills Gap Analysis

11-05 | Skills Gap Tool



Career Development Roadmap

11-07 | Career Roadmap



My Post-Training Action Plan

11-08 | Action Plan

12

Change Management & Adaptability

Navigate change with confidence. Check readiness, focus on what you c[illegible]e uncertainty.

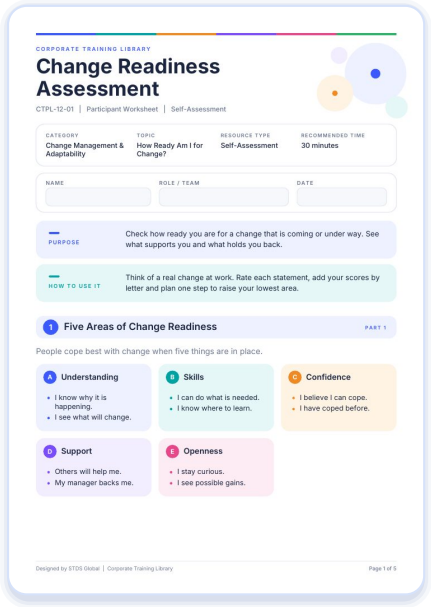
7 worksheets

ALL WORKSHEETS IN THIS CATEGORY — Shown in samples

12-01	Change Readiness Assessment	Self-Assessment
12-02	My Response to Change	Reflection Worksheet
12-03	Circle of Control Worksheet	Focus Tool
12-04	Overcoming Resistance to Change	Skills Practice
12-05	Adaptability Self-Assessment	Self-Assessment
12-06	Managing Uncertainty	Skills Practice
12-07	Personal Change Action Plan	Action Plan

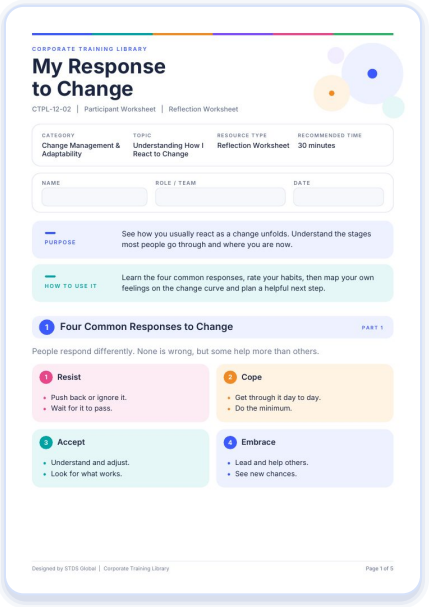
Six sample worksheets

The opening page of six real worksheets from this category.



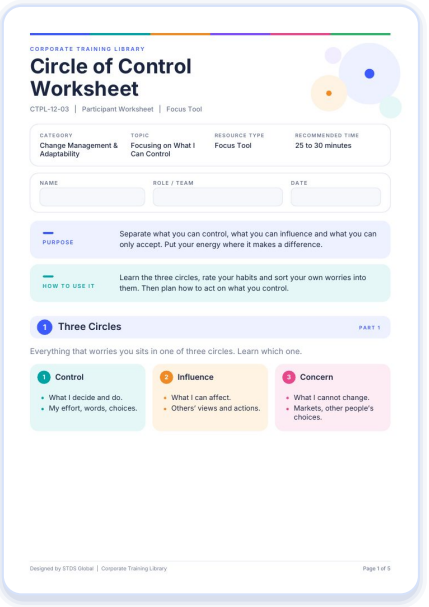
Change Readiness Assessment

12-01 | Self-Assessment



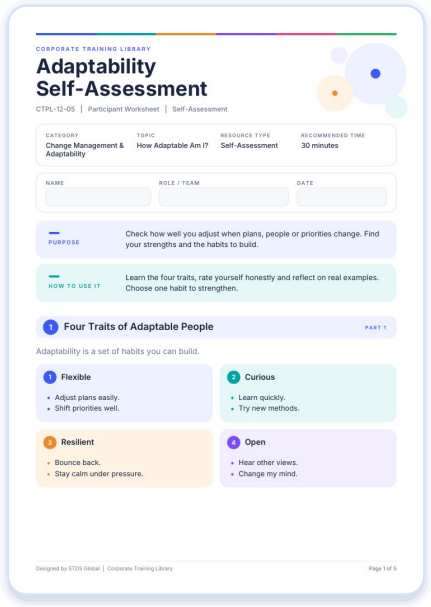
My Response to Change

12-02 | Reflection Worksheet



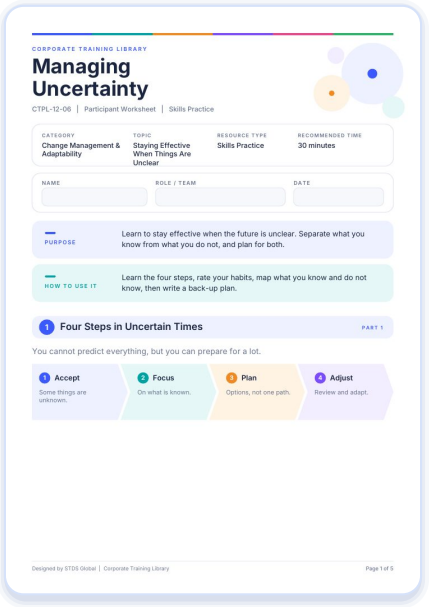
Circle of Control Worksheet

12-03 | Focus Tool



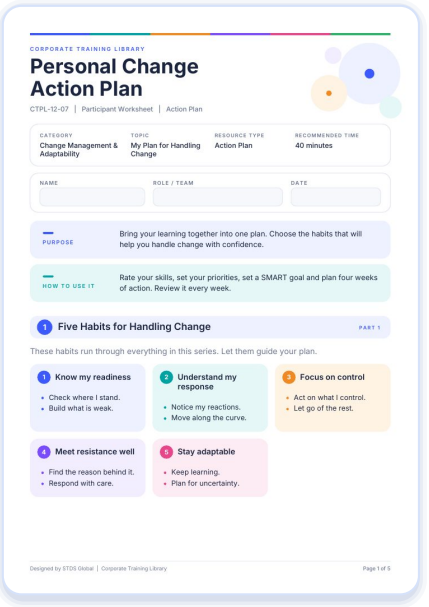
Adaptability Self-Assessment

12-05 | Self-Assessment



Managing Uncertainty

12-06 | Skills Practice



Personal Change Action Plan

12-07 | Action Plan

13

Stress Management & Workplace Wellbeing

Protect wellbeing at work. Audit stress, balance energy and life, and build

7 worksheets

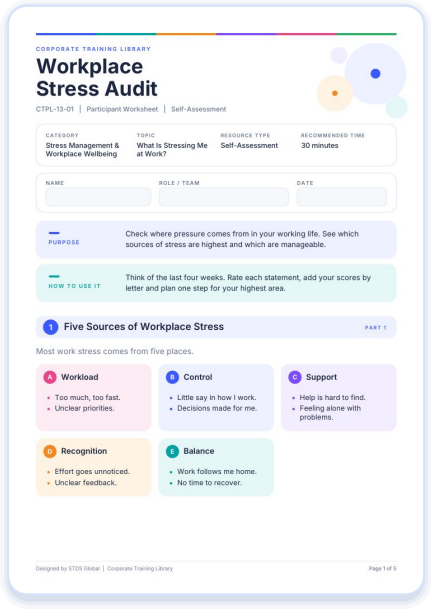
ALL WORKSHEETS IN THIS CATEGORY

Shown in samples

13-01	Workplace Stress Audit	Self-Assessment
13-02	Identifying Stress Triggers	Reflection Worksheet
13-03	My Work-Life Balance Wheel	Focus Tool
13-04	Personal Energy Audit	Reflection Worksheet
13-05	Managing Workplace Pressure	Skills Practice
13-06	Resilience Building Worksheet	Skills Practice
13-07	My Wellbeing Action Plan	Action Plan

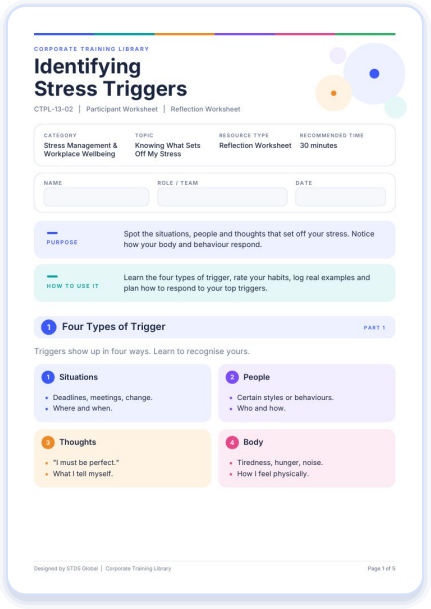
Six sample worksheets

The opening page of six real worksheets from this category.



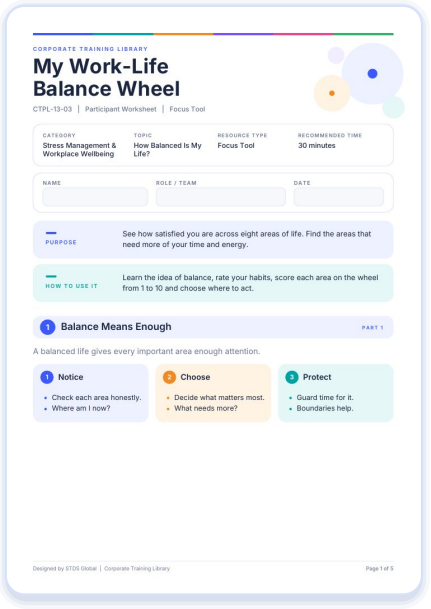
Workplace Stress Audit

13-01 | Self-Assessment



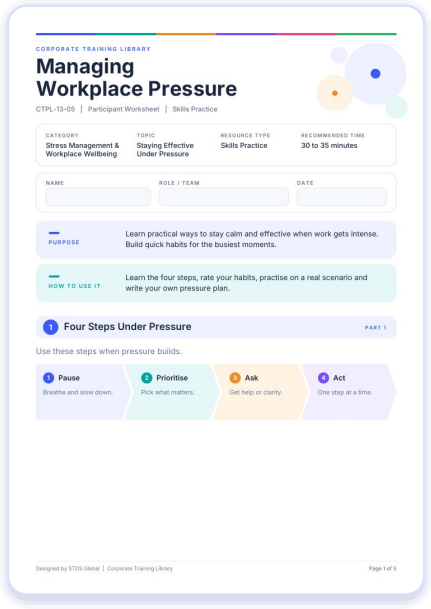
Identifying Stress Triggers

13-02 | Reflection Worksheet



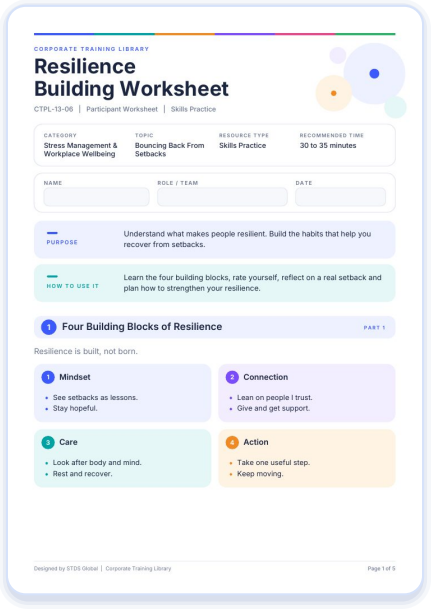
My Work-Life Balance Wheel

13-03 | Focus Tool



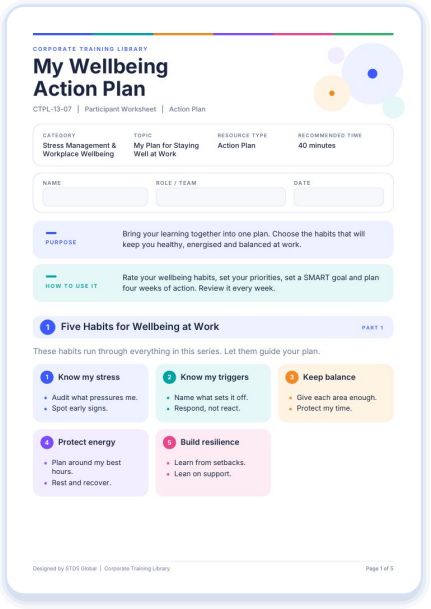
Managing Workplace Pressure

13-05 | Skills Practice



Resilience Building Worksheet

13-06 | Skills Practice



My Wellbeing Action Plan

13-07 | Action Plan

14

Presentation & Public Speaking

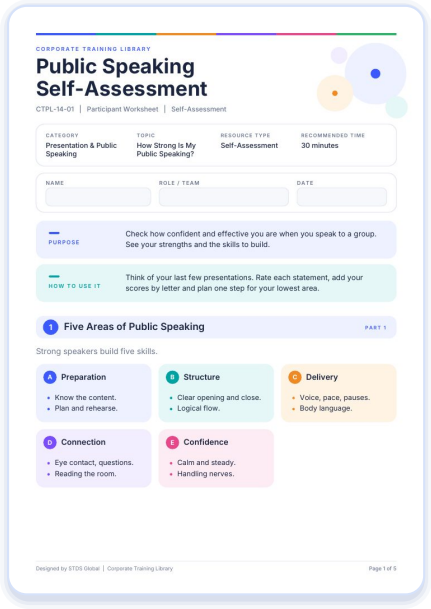
Speak with confidence and impact. Plan, structure and deliver talks, manage nerves and use stories.

8 worksheets

ALL WORKSHEETS IN THIS CATEGORY		Shown in samples
14-01	Public Speaking Self-Assessment	Self-Assessment
14-02	Presentation Planning Canvas	Planning Canvas
14-03	Understanding My Audience	Focus Tool
14-04	Structuring a Powerful Presentation	Skills Practice
14-05	Overcoming Presentation Anxiety	Skills Practice
14-06	Storytelling Practice Sheet	Skills Practice
14-07	Presentation Feedback Form	Feedback Form
14-08	My Presentation Improvement Plan	Action Plan

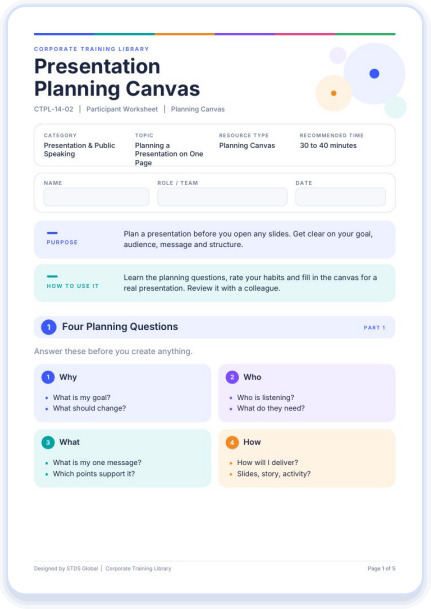
Six sample worksheets

The opening page of six real worksheets from this category.



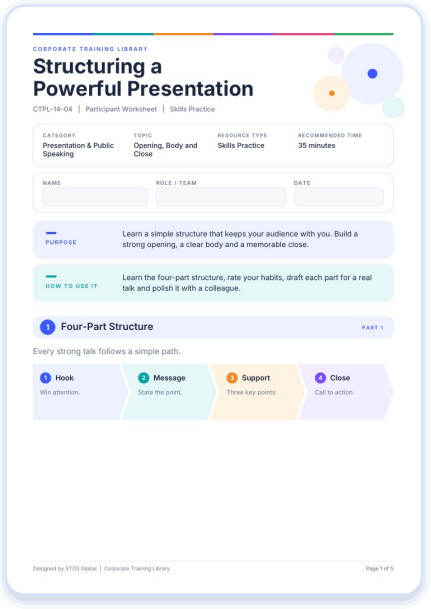
Public Speaking Self-Assessment

14-01 | Self-Assessment



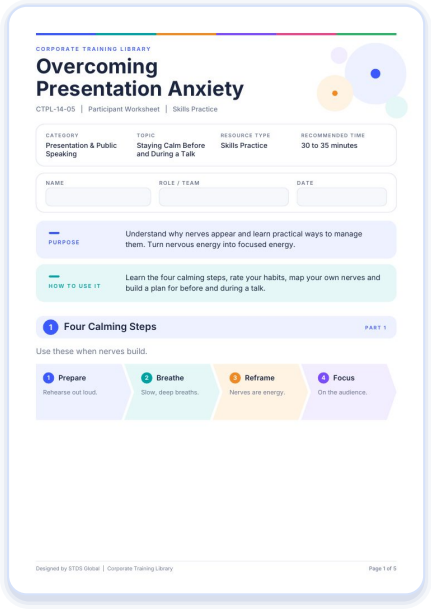
Presentation Planning Canvas

14-02 | Planning Canvas



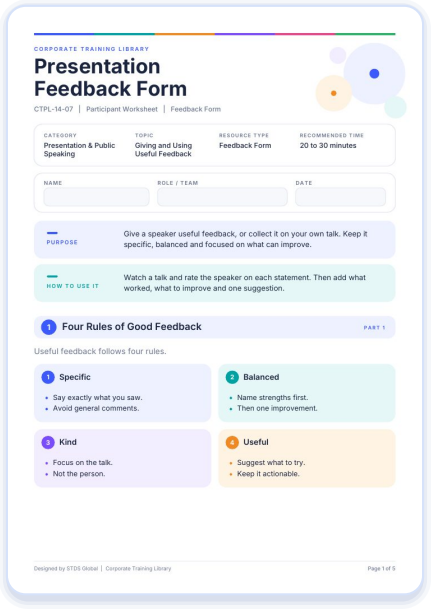
Structuring a Powerful Presentation

14-04 | Skills Practice



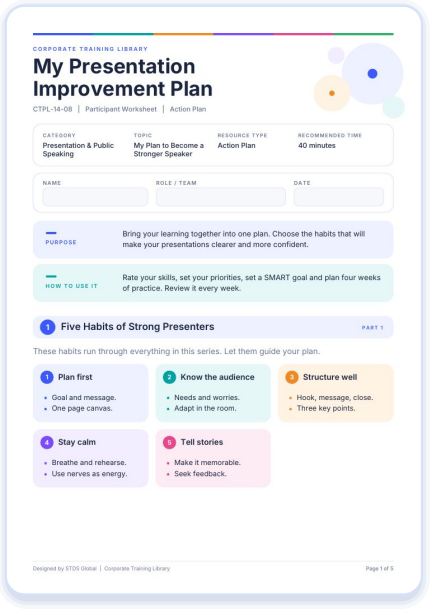
Overcoming Presentation Anxiety

14-05 | Skills Practice



Presentation Feedback Form

14-07 | Feedback Form



My Presentation Improvement Plan

14-08 | Action Plan

15

Workplace Ethics & Professionalism

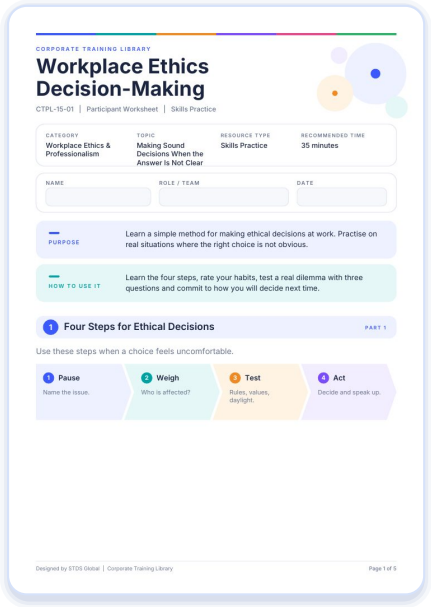
Act with integrity every day. Make sound decisions, own your results and build professional credibility.

8 worksheets

ALL WORKSHEETS IN THIS CATEGORY		Shown in samples
15-01	Workplace Ethics Decision-Making	Skills Practice
15-02	Professional Behaviour Assessment	Self-Assessment
15-03	Integrity at Work	Reflection Worksheet
15-04	Ownership and Accountability	Skills Practice
15-05	Respect and Inclusion	Reflection Worksheet
15-06	Workplace Scenario Analysis	Case Practice
15-07	Building Professional Credibility	Self-Assessment
15-08	My Professional Commitment	Action Plan

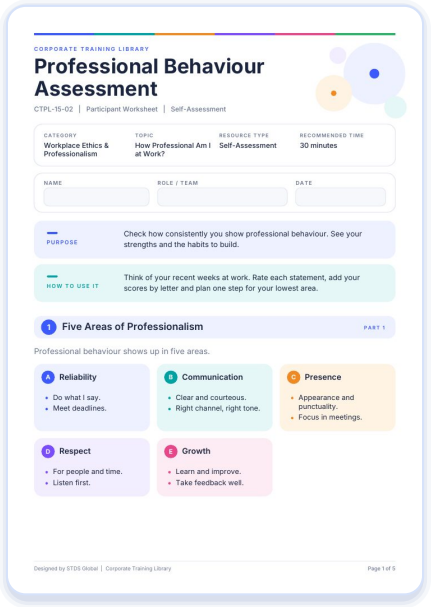
Six sample worksheets

The opening page of six real worksheets from this category.



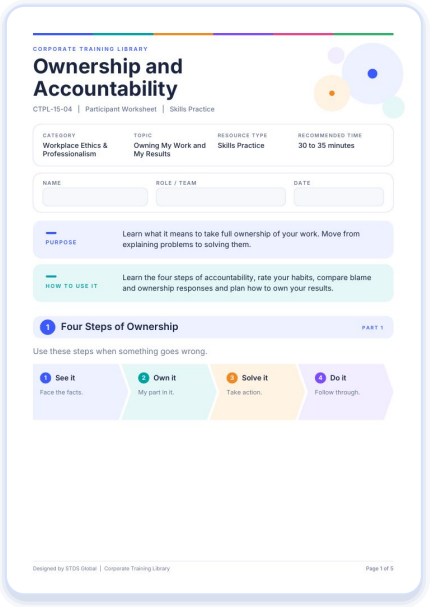
Workplace Ethics Decision-Making

15-01 | Skills Practice



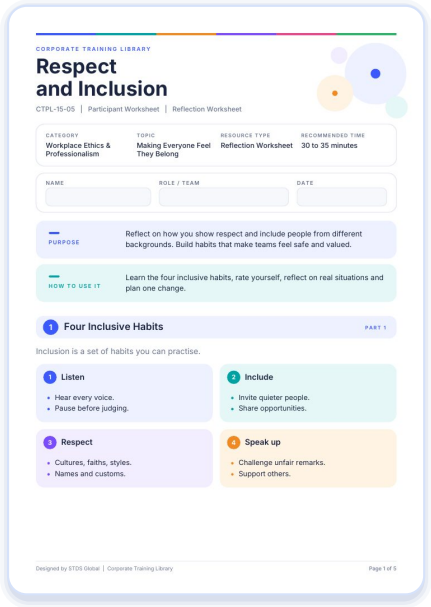
Professional Behaviour Assessment

15-02 | Self-Assessment



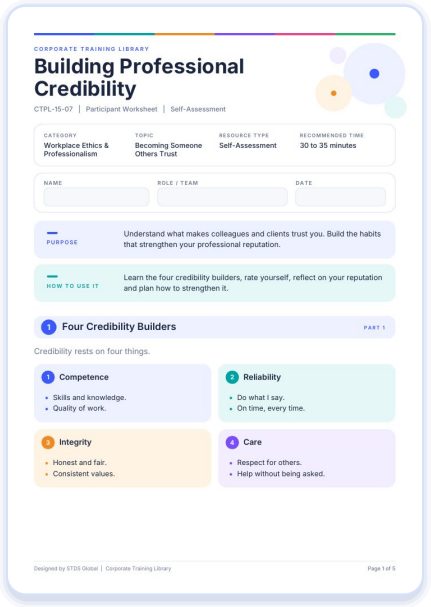
Ownership and Accountability

15-04 | Skills Practice



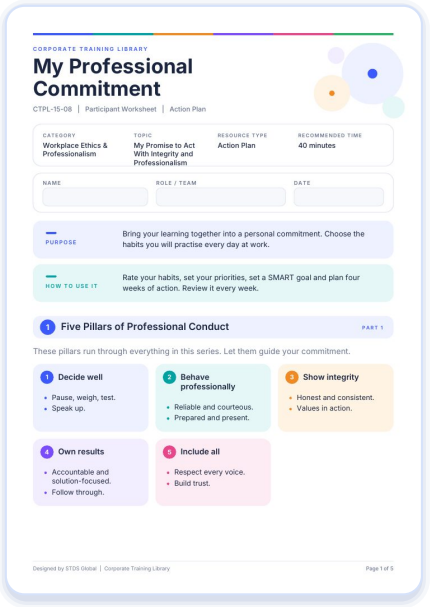
Respect and Inclusion

15-05 | Reflection Worksheet



Building Professional Credibility

15-07 | Self-Assessment



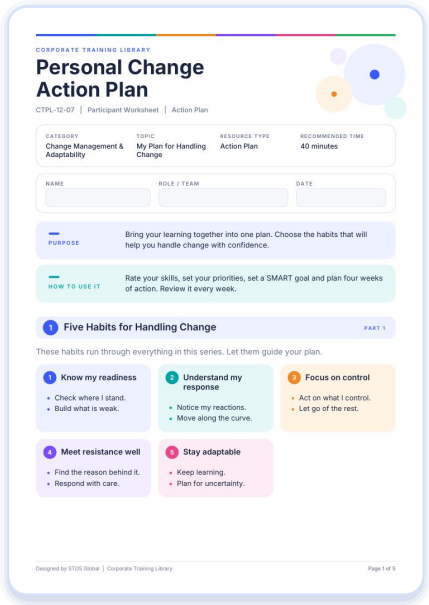
My Professional Commitment

15-08 | Action Plan

04

Using the collection

How participants and trainers get the most from every sheet, with session formats and learning pathways.


CORPORATE TRAINING LIBRARY

Personal Change Action Plan

CTPL-12-07 | Participant Worksheet | Action Plan

CATEGORY: Change Management & Adaptability
TOPIC: My Plan for Handling Change
RESOURCE TYPE: Action Plan
RECOMMENDED TIME: 40 minutes

NAME | ROLE / TEAM | DATE

PURPOSE: Bring your learning together into one plan. Choose the habits that will help you handle change with confidence.

HOW TO USE IT: Rate your skills, set your priorities, set a SMART goal and plan four weeks of action. Review it every week.

1 Five Habits for Handling Change — PART 1

These habits run through everything in this series. Let them guide your plan.

1 Know my readiness
- Check where I stand.
- Build what is weak.

2 Understand my response
- Notice my reactions.
- Move along the curve.

3 Focus on control
- Act on what I control.
- Let go of the rest.

4 Meet resistance well
- Find the reason behind it.
- Respond with care.

5 Stay adaptable
- Keep learning.
- Plan for uncertainty.

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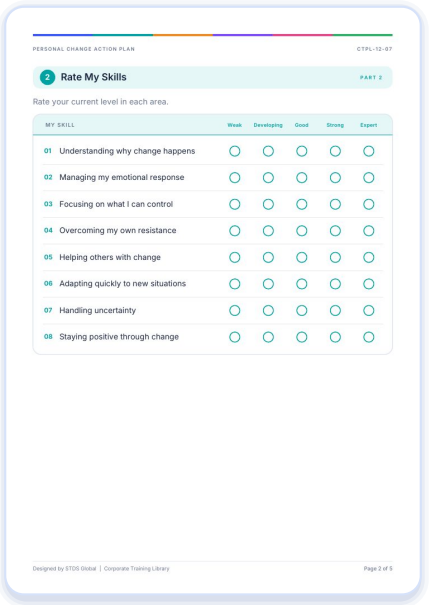
PERSONAL CHANGE ACTION PLAN — CTPL-12-07

2 Rate My Skills — PART 2

Rate your current level in each area.

MY SKILL	Weak	Developing	Good	Strong	Expert
01 Understanding why change happens	○	○	○	○	○
02 Managing my emotional response	○	○	○	○	○
03 Focusing on what I can control	○	○	○	○	○
04 Overcoming my own resistance	○	○	○	○	○
05 Helping others with change	○	○	○	○	○
06 Adapting quickly to new situations	○	○	○	○	○
07 Handling uncertainty	○	○	○	○	○
08 Staying positive through change	○	○	○	○	○

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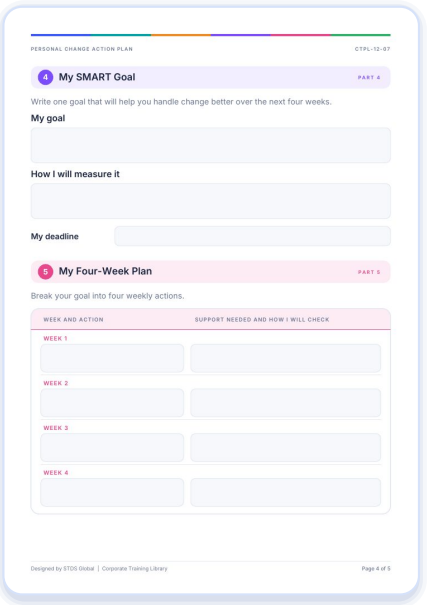
PERSONAL CHANGE ACTION PLAN — CTPL-12-07

4 My SMART Goal — PART 4

Write one goal that will help you handle change better over the next four weeks.

My goal

How I will measure it

My deadline

5 My Four-Week Plan — PART 5

Break your goal into four weekly actions.

WEEK AND ACTION	SUPPORT NEEDED AND HOW I WILL CHECK
WEEK 1	
WEEK 2	
WEEK 3	
WEEK 4	

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Make every sheet count

A worksheet is only as useful as the effort put into it.

FOR PARTICIPANTS

- Set aside 30 to 40 quiet minutes.
- Read the purpose first. It tells you where to focus.
- Be honest, not impressive. Ratings are for you.
- Use real examples from your own work.
- Write short, specific notes.
- Finish with one action and a date.

FOR TRAINERS

- Choose the sheet that matches your session topic.
- Share it as pre-work or print one per person.
- Allow 15 to 25 minutes of quiet individual work.
- Use the scenario for pair or group discussion.
- Close with the commitment and ask each person to share one action.
- Revisit the sheet in two to four weeks.

USING THE COLLECTION

Plan your programme

Session formats and suggested pathways by audience.

THREE WAYS TO RUN IT

60-minute module

One sheet as the core activity: short input, individual work, discussion, commitment.

Half-day workshop

Three linked sheets, such as a self-assessment, a skills practice and an action plan.

Four-week journey

One sheet per week as pre-work, a weekly check-in and a final action plan.

SUGGESTED PATHWAYS BY AUDIENCE

New and aspiring managers

Leadership (01), Teamwork (03), Emotional Intelligence (05), Conflict (07)

Customer-facing teams

Customer Service (09), Communication (02), Emotional Intelligence (05), Stress (13)

Sales teams

Sales (10), Communication (02), Presentation (14), Problem-Solving (06)

HR and L&D teams

HR, L&D & Training (11), Motivation (08), Change (12), Ethics (15)

Teams going through change

Change (12), Stress (13), Teamwork (03), Problem-Solving (06)

Every employee

Time Management (04), Communication (02), Ethics (15), Stress (13)

YOUR NEXT STEP

Everything included

Fifteen categories, 130 worksheets and 650 pages in total.

Category		Sheets	Example formats
01	Leadership	10	Self-Assessment, Skills Gap Analysis
02	Communication Skills	10	Self-Assessment, Individual Activity
03	Teamwork & Collaboration	10	Self-Assessment, Team Assessment
04	Time Management & Productivity	10	Tracking Log, Prioritisation Tool
05	Emotional Intelligence	10	Self-Assessment, Self-Reflection and Action
06	Problem-Solving & Critical Thinking	10	Problem-Solving Tool, Root Cause Tool
07	Conflict Management & Negotiation	8	Self-Assessment, Reflection and Analysis
08	Motivation & Employee Engagement	8	Self-Discovery Worksheet, Self-Assessment
09	Customer Service & Customer Experience	8	Customer Insight Worksheet, Persona Builder
10	Sales & Business Development	8	Self-Assessment, Discovery Worksheet
11	HR, L&D & Training	8	Needs Analysis Tool, Goal-Setting Worksheet
12	Change Management & Adaptability	7	Self-Assessment, Reflection Worksheet
13	Stress Management & Workplace Wellbeing	7	Self-Assessment, Reflection Worksheet
14	Presentation & Public Speaking	8	Self-Assessment, Planning Canvas
15	Workplace Ethics & Professionalism	8	Skills Practice, Self-Assessment
Total		130	

YOUR NEXT STEP

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