

**Digital Intelligence Café Overview**

The Digital Intelligence Café is a short blended learning experience oriented around the concepts and skills found in the Harvard ManageMentor Digital Intelligence topic. The Digital Intelligence topic will help managers:

* *Adopt a digital mindset—and foster one in others*
* *Cultivate a team culture that thrives in today’s digital world*
* *Use data responsibly and effectively*
* *Prioritize and act on digital opportunities*

The learning experience has three components:

*60 to 90 minutes 60 minutes Ongoing*

Part 1: Pre-work (self-paced, individual)

Before the live Café session, participants are expected to complete the following assignments:

* Review the following online lessons from the Harvard ManageMentor Digital Intelligence topic:
  + Why You Need Digital Intelligence
  + Develop Your Digital Mindset
  + Lead a Digitally Capable Team
  + Draw Insights from Your Data
  + Act on Promising Digital Opportunities
* Complete the online assessment from the Harvard ManageMentor Digital Intelligence topic

Part 2: Café session (live, group)

The Café session represents the core element of the learning experience. The session provides an opportunity for managers to:

* Exchange ideas and questions with others
* Discuss the context of how concepts and skills apply in the workplace
* Practice and begin application of those concepts and skills
* Build momentum and support for applying the concepts and skills in the workplace

The Café session focuses specifically on the following concepts and tasks from the Digital Intelligence topic:

* Developing your team’s digital mindset
* Strengthening your team’s ability to draw insights from data
* Surfacing opportunities driven by technology

Facilitating the Café session as outlined should take approximately 60 minutes. If the facilitator prefers a shorter session or wishes to spend more time on a specific concept or activity, they may want to cover only those concepts and activities that are most relevant to the group.

| SECTION | ACTIVITY | TIME |
| --- | --- | --- |
| **Introduction** | Show icebreaker question while participants are arriving to the session (Why should you—and you team—adopt a digital mindset?)   * Introduce facilitators. * Review tips for using technology during the session. * Debrief icebreaker question, calling on 2-3 individual participants to elaborate on their responses. * Set context: We’ve all likely been bombarded by data at some point in the recent past. And we’ve certainly become increasingly aware of how digital technology impacts our way of working and the decisions we make at an organizational level. As a leader, you play a key role in helping your team embrace digital intelligence and explore digital opportunities. * Review session objectives. | 10 minutes |
| **Skill focus: Develop a Digital Mindset** | Facilitate discussion activity. Participants:   * Discuss the traits of leaders who foster a digital mindset on their teams. Share ways you can ingrain these or other behaviors in your day-to-day work practices.   Facilitate discussion and reflection activity on helping your team overcome any barriers to learning, as part of developing a digital mindset. Participants:   * Reflect on ways you’ve seen having a digital mindset benefit your organization. Is there a behavior your team would benefit from replacing to become more digitally capable? | 13 minutes |
| **Skill focus: Draw Insights from Data** | * Facilitate discussion activity on Access and Accuracy. Participants:   + Share examples of how they help their teams find relevant data and determine whether or not it’s valid. * Facilitate discussion activity on finding insightful ways to encourage your team to analyze and apply data more frequently. Participants: * Share examples of specific ways they can encourage their teams to review and act on data more frequently for problem solving or continuous improvement. | 13 minutes |
| **Skill focus: Evaluate and Prioritize Digital Opportunities** | Facilitate discussion activity: How do you prioritize the opportunities you find through data analysis? Participants:   * + Share their examples of prioritizing opportunities driven by data.   Facilitate discussion activity on using a prioritization matrix to evaluate an opportunity: Participants:   * + Review the prioritization matrix shown on the slide. Think of an opportunity you’ve recently seen in your organization.   + Share how you would apply the matrix in the context evaluating a digital initiative. * Facilitate discussion activity: Test and Learn. Participants:   + Reflect on any digital opportunities you’ve recently uncovered.   + Discuss ways you can help your teams to test and learn by taking an experimental approach to acting on a digital opportunity. | 16 minutes |
| **Applying what you’ve learned** | Review session objectives and skill areas discussed.  Review directions for completing the On-the-Job section of the online Harvard ManageMentor topic, including the action plan.  Close the session. | 5 minutes |

Part 3: Application (self-paced, individual)

After the live Café session, participants are expected to complete the following assignments:

* Complete the online On-the-Job section in the Harvard ManageMentor Digital Intelligence topic. The section provides learners with an opportunity to choose a skill to focus on and create an action plan for applying and developing the skill. Note: If your organization does not include the On-the-Job section in your configuration of Harvard ManageMentor, ask participants to think of two things they can do over the next 90 days to further apply and develop their skills in this area.
* Execute their action plan over a specified time frame (e.g., 60 or 90 days).
* After the specified time frame (e.g., 60 or 90 days), access the online On-the-Job section in the Harvard ManageMentor Digital Intelligence topic to update the action plan and reflect on the experience.