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COURSE BROCHURE

# Employee Suggestion Schemes and Innovation Enablement Training Course

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# Employee Suggestion Schemes and Innovation Enablement Training Course

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Employee Suggestion Schemes and Innovation Enablement is a 1-week training course for people officers, business partners and learning specialists who shape how staff ideas are raised, judged and rewarded, and it ends with an innovation enablement plan for the people function. Organisations facing tighter margins now look to frontline staff for improvement ideas, yet many suggestion boxes stall. Jupiter Prime Training offers this course on Employee Suggestion Schemes and Innovation Enablement.

## Why Employee Suggestion Schemes and Innovation Enablement Matters Now

Three pressures push the people function into the centre of idea generation. Operating units want cost and service improvements that only staff close to the work can spot. Younger employees expect their proposals to be heard and answered quickly. Executives want proof that idea schemes return more than they cost. Where the people function designs clear submission routes, fair evaluation and visible recognition, ideas turn into savings and better services; where it does not, proposals vanish, contributors disengage and rigid policies quietly punish anyone who tries something new.

## Who Gains Most from Employee Suggestion Schemes and Innovation Enablement

- Officers who run or relaunch staff idea schemes and suggestion channels
- Business partners who advise department heads on releasing staff ideas
- Learning specialists who facilitate creative problem solving sessions
- Reward and recognition officers who decide how contributors are acknowledged
- Recruitment officers who screen candidates for curiosity and initiative

Groups gain most when people officers and learning specialists from the same organisation attend together.

## Employee Suggestion Schemes and Innovation Enablement Capabilities

Participants practise turning scattered staff proposals into a steady, fairly judged flow of usable ideas.

- Design an idea submission route with response times and owners — department heads
- Build evaluation criteria and an idea review panel — investment and resourcing choices
- Facilitate creative problem solving sessions on live operational issues — process owners
- Specify recognition rules for contributors and implementers — reward budgets
- Apply curiosity-focused interview questions and assessment tasks — hiring managers
- Assess people policies that block small experiments — policy owners and executives

## Key Employee Suggestion Schemes and Innovation Enablement Terms

- Suggestion scheme — a formal channel through which employees submit improvement proposals that are logged, judged and answered.
- Idea funnel — the staged flow of proposals from submission through screening, trial and full implementation.
- Idea champion — a manager who sponsors a promising proposal and secures the time or resources to test it.
- Safe-to-try test — a small, time-limited trial of an idea that can be reversed cheaply if it fails.
- Recognition ladder — tiered acknowledgement that rises from a thank-you note to shared savings as an idea proves its worth.
- Policy friction audit — a review of rules and approval steps that slow or discourage staff experiments.

## Employee Suggestion Schemes and Innovation Enablement Day by Day

### Day 1: Why Staff Ideas Stall

- Idea Scheme Health Check — Diagnosing Low Submission and Response Rates
- Employee Voice Survey Items on Ideas — Locating Silent Departments
- Case Comparisons From Manufacturing and Hospitals — Patterns of Scheme Failure
- Role Map of People Function, Line Managers and Executives — Ownership of Ideas
- Policy Friction Audit — Rules That Discourage Small Experiments

### Day 2: Designing the Suggestion Channel

- Submission Forms and Digital Idea Boards — Ease Versus Quality of Proposals
- Response Time Standards — Keeping Contributors Informed at Each Stage
- Idea Funnel Stages and Gate Criteria — Screening Decisions
- Idea Review Panel Charter — Membership, Scoring and Conflict Rules
- Idea Champion Assignment — Sponsorship for Promising Proposals

### Day 3: Generating and Testing Ideas

- Creative Problem Solving Session Formats — Choosing Techniques for the Issue
- Problem Statement Framing — Focusing Staff on Answerable Questions
- Safe-to-Try Test Design — Limits, Measures and Stop Rules
- Cross-Department Idea Sprints — Combining Expertise on Shared Bottlenecks
- Savings and Service Impact Estimates — Prioritising Ideas for Funding

### Day 4: People Practices That Feed Ideas

- Recognition Ladder Design — Matching Acknowledgement to Idea Impact
- Team Versus Individual Credit Rules — Fairness in Shared Proposals
- Curiosity Interview Questions and Work Samples — Hiring Decisions
- Onboarding Prompts for New Joiner Observations — Capturing Fresh Eyes Early
- Policy Exceptions for Experiments — Approval Limits and Risk Boundaries

## Day 5: Practising the Innovation Enablement Plan

- Health Check Findings Applied to Own Organisation — Priority Gaps
- Redesigned Suggestion Channel and Panel Charter — Launch Readiness
- Session Calendar and Safe-to-Try Rules — Department Commitments
- Recognition and Hiring Changes — Budget and Policy Requests
- Innovation Enablement Plan Presentation — Executive Sponsor Sign-Off

## Applying Employee Suggestion Schemes and Innovation Enablement After the Course

- Run the idea scheme health check with one department and publish response times for every open proposal.
- Facilitate one creative problem solving session on a live bottleneck and route the top proposal to a safe-to-try test.

## Employee Suggestion Schemes and Innovation Enablement Questions FAQ

### What are employee suggestion schemes and innovation enablement, and why do they matter now?

They are the channels and people practices that help staff raise, test and gain credit for improvement ideas. They matter now because organisations need frontline improvements quickly and employees expect their proposals to receive fair, timely answers.

### Which roles gain most from employee suggestion schemes and innovation enablement training?

People officers, business partners and learning specialists gain most. Reward and recruitment officers also benefit, because recognition rules and curiosity-focused hiring shape how many useful ideas reach the review panel.

### How does employee suggestion schemes and innovation enablement differ from a creativity course for team leaders?

It looks at the system the people function owns. A creativity course builds a leader's own idea skills; this course designs submission channels, review panels, recognition, hiring and policy changes that let ideas flow across the organisation.

### What do you bring back from employee suggestion schemes and innovation enablement training?

You bring back a costed plan for your own organisation. It sets out a redesigned suggestion channel, review panel charter, session calendar, recognition ladder and policy changes ready for sponsor approval.

## Employee Suggestion Schemes and Innovation Enablement: The Way Forward

The innovation enablement plan for the people function gives an executive sponsor a first decision: which suggestion channel and review panel to launch, and in which department. People officers, learning specialists and line managers use it to schedule sessions and answer proposals. After the first quarter of submissions, revisit the recognition ladder and policy exceptions to see where ideas still stall.