

# Time Management

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The implications of time will be the immediate object of focus in a variety of activities. After taking Inscape's *Time Mastery Profile*, participants will be given an opportunity to address the 12 categories of time management. An interactive activity will be used to involve participants in the categories. Actions for improvement will be addressed throughout the module.

## Objectives

- ★ Recognize how you manage time.
- ★ Identify ways in which you typically use time effectively and ineffectively.
- ★ Identify specific ways to improve your time management skills in twelve categories.
- ★ Share examples of time management tactics or techniques that work effectively for you.

## Training Time

- ★ 8:00 AM - 4:10 PM or
- ★ 8:00 AM - 12:00 PM, discussing only those categories most critical to the class, or
- ★ 5 lunch and learns, typically 1 to 1.5 hour sessions

## Attendees

All employees, especially those with time management issues

## Recommended class size

6 - 30 participants

## Recommendations

None

## Requirements

Inscape's *Time Mastery Profile*. Contact Jessica Selasky at 513-336-9194 or [www.confidencebuilders.com](http://www.confidencebuilders.com).

## Investment

\$2,000. In other words, if you have 150 participants, it would cost \$13 per participant. You can do your own calculations to determine the actual price per participant for your needs: 250 participants = \$8 each; 500 participants = \$4 each.

This investment includes the Instructor/Facilitator Guide and Participant Guide. It may also include handouts, case studies, job aids, PowerPoints, wallet cards, and scenarios. The documents may be provided in Word and/or PowerPoint so that you may customize them to meet your needs.

Unlike other companies, you do NOT need to take certification classes before you can purchase and use the material. We can help you train your trainers, but that is not a requirement for purchase. Once you purchase the material, it is yours to use as you wish throughout your organization, as many times as needed, by as many trainers as necessary.

Would you like a sample of a complete Module? Check out our [Business Ethics Module](#).

**Note:** 8:00-12:00, discussing only those categories most critical to the class; 5 lunch and learns, typically 1 to 1.5 hour sessions)

### **Session 1 (100 minutes)**

- Objectives
- Introduction
- Time Mastery Profile
- Changing Habits
- Time Robbers

Break

### **Session 2 (170 minutes)**

- Presentation Preparation
- Improving Attitudes
- Setting Goals
- Establishing Priorities
- Analyzing

Lunch

### **Session 3 (100 minutes)**

- Planning
- Scheduling
- Curbing Interruptions
- Improving Meetings

Break

### **Session 4 (120 minutes)**

- Written Communication
- Delegation
- Procrastination
- Team Time
- Wrap Up

# Stress Management: Creating Supportive Behavior

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After “experiencing” some stress statistics, participants will share two stressors. Stress will be defined and its symptoms and causes will be discussed. Participants will identify ways to eliminate, change, and manage stress. Robust activities will heighten the learning experience. Participants will create an action plan that can be used to help balance stress.

## Objectives

- ★ Define stress.
- ★ Identify the symptoms and causes of stress.
- ★ Determine the stressors in your life.
- ★ Discover the techniques and skills to help eliminate, change, and manage your stressors.
- ★ Develop an action plan to create a better life.

## Training Time

- ★ 8:00 AM - 4:55 PM or
- ★ 3 sessions 2½ hours each or
- ★ 4 sessions 2 hours or
- ★ 6 lunch and learn 1½ hours each

## Attendees

All employees, especially those with coping and stress issues

## Recommended class size

6 - 30 participants

## Recommendations

- ★ *Relaxation CD.* Contact Barbara Walker at 513-961-8400 or [www.CenterForHumanPerformance.com](http://www.CenterForHumanPerformance.com).)

## Investment

\$10,000. In other words, if you have 150 participants, it would cost \$67 per participant. You can do your own calculations to determine the actual price per participant for your needs: 250 participants = \$40 each; 500 participants = \$20 each.

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**Note:** 3 sessions 2½ hours each; 4 sessions 2 hours; 6 lunch and learn 1½ hours each

**Session 1 (90 minutes)**

Welcome  
Objectives  
Introductions  
Definition of Stress  
Symptoms of Stress  
Positive Side of Stress  
Stress Curve

Break

**Session 2 (65 minutes)**

Causes of Stress  
Priority and Change  
Managing Stress

Break

**Session 3 (145 minutes)**

Eliminate Stress  
Unchangeable Stress  
Communication  
Habits

Lunch

**Session 4 (75 minutes)**

Problem Solving  
Change Our Reaction through  
Thought

Break

**Session 5 (85 minutes)**

Self-Esteem and Attitude  
Beliefs, Values, and Spiritual Beliefs  
Money and Career  
Nutrition  
Exercise  
Sleep and Rest

Break

**Session 6 (75 minutes)**

Connectivity  
Flexibility  
Stress Tips  
Company Actions  
Action Plan  
Wrap Up

# DiSCovering Why: Our Behavior and Others'

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After a quick quiz, participants will immediately be involved in an activity that begins to make them aware of similarities to and differences from others. Participants will then complete Inscape's *Personal Profile System* (DiSC), followed by an introduction to what the profile indicates about behavioral styles. Through a variety of activities and DVD discussions, participants will begin to get an understanding of their behavioral style and how it can benefit them when working with others. Participants will complete an action plan for implementing the learning experienced in this module.

## Objectives

- ★ Understand your behavior and how it impacts others.
- ★ Recognize, understand, respect, and respond to others' behavioral styles.
- ★ Enhance your effectiveness in accomplishing tasks by improving your relationship with others.
- ★ Gain a better understanding of those with whom you experience difficulty.
- ★ Develop strategies for working together to increase productivity.
- ★ Adjust your approach to different behavioral styles to increase your effectiveness in communicating with others.

## Training Time

- ★ 8:00 AM - 5:00 PM or
- ★ 8:00 AM - 12:00 PM, facilitating fewer activities and showing fewer DVD segments

## Attendees

All employees

## Recommended class size

8 - 30 participants

## Requirements

- ★ Inscape's *Personal Profile System* (DiSC); additional online versions are available.
- ★ Inscape's *Everything DiSC* DVD.

Contact Jessica Selasky at 513-336-9194 or [www.confidencebuilders.com](http://www.confidencebuilders.com).

## Investment

\$2,000. In other words, if you have 150 participants, it would cost \$13 per participant. You can do your own calculations to determine the actual price per participant for your needs: 250 participants = \$8 each; 500 participants = \$4 each.

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Additional customization is available at \$200 per hour if the module emphasizes Sales, Customer Service, or Management.

**Note:** 8:00-12:00, facilitating fewer activities and showing fewer DVD segments

**Session 1 (90 minutes)**

Welcome  
Introductions  
History of Profile  
DiSC Overview  
DiSC Profile

Break

**Session 2 (85 minutes)**

DiSC Profile and Graphs  
Marston's Perceptions  
DiSC Introduction  
DiSC Exercise  
DVD and Dimensions Overview  
Interpretation Stage I

Break

**Session 3 (120 minutes)**

DVD  
DiSC Activity  
Validity and Reliability  
Dimensional Intensity Index  
    – Interpretation Stage II  
Classical Profile Pattern  
    – Interpretation Stage III

Lunch

**Session 4 (55 minutes)**

Behavioral Styles Scenarios  
Jahari Window  
Adapting Behavior

Break

**Session 5 (120 minutes)**

DVD  
Behavioral Styles Discussion  
Compatibility  
Strategies for Success  
Under Pressure  
Responses to Conflict  
Case Study Outline  
Behavior Styles Quiz  
Inscape Action Planners

Break

**Session 6 (80 minutes)**

Application Practice  
Quiz  
Action Plan  
Other Profiles  
Conclusion

Optional: Team Activity

– 10 minute

# Learning Styles

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Participants will complete and discuss Inscape's *Personal Learning Insights Profile*. An interactive activity will highlight the key areas introduced. Additional learning ideas will be shared and discussed.

## Objectives

Understand the different learning styles and their impact.

## Training Time

8:00 AM - 9:25 AM

## Attendees

All employees, especially facilitators, designers, managers, supervisors, coaches, and the like

## Recommended class size

6 - 30 participants

## Recommendations

None

## Requirements

Inscape's *Personal Learning Insights Profile*. Contact Jessica Selasky at 513-336-9194 or [www.confidencebuilders.com](http://www.confidencebuilders.com).

## Investment

\$500. In other words, if you have 150 participants, it would cost \$3 per participant. You can do your own calculations to determine the actual price per participant for your needs: 250 participants = \$2 each; 500 participants = \$2 each.

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## Learning Styles Outline

**85 minutes**

Learning Styles Discussion and Profile

Learning Styles Activity and Debrief

Learning Styles Activity

# QuikDiSC and More

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Participants will identify their behavioral styles and explore how their style is similar and different as compared to others. After exploring the behavioral styles, participants will discuss their strengths within the organization. Finally, participants will recognize an associate's style and determine ways to communicate more effectively.

## Objectives

- ★ Explore the similarities and differences between you and others.
- ★ Discuss your strengths within the organization.
- ★ Uncover ideas on how to more effectively communicate with others.

## Training Time

8:00 AM - 9:30 AM

## Attendees

All employees

## Recommended class size

8 – 100+ participants

## Recommendations

None

## Requirements

Inscape's *QuikDiSC* per 21 participants. Contact Jessica Selasky at 513-336-9194 or [www.confidencebuilders.com](http://www.confidencebuilders.com).

## Investment

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Would you like a sample of a complete Module? Check out our [Business Ethics Module](#).

Picking Six Cards

Quadrants and Trading

Discard and More

Corners

Animals

Contribution

Observing Behavior

Wrap Up

# Leadership: When to Lead and When to Follow

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After discussing the characteristic of effective leaders, leadership will be defined. Leadership roles will be introduced, followed by a discussion of leadership and followership. Participants will complete Inscape's *Dimensions of Leadership Profile* and afterwards they will discuss and analyze the results and their implications. After a quick, yet powerful, activity, participants will be involved in an application activity, followed by tips and action plans.

## Objectives

- ★ Identify characteristics of effective leaders.
- ★ Define leadership and followership.
- ★ Identify leadership roles.
- ★ Discover your focus of attention and dimensions of leadership.
- ★ Apply the information to your situation.

## Training Time

8:00 AM - 12:00 PM

## Attendees

All employees, especially those providing a leadership role

## Recommended class size

6 - 30 participants

## Recommendations

None

## Requirements

Inscape's *Dimensions of Leadership Profile*. Contact Jessica Selasky at 513-336-9194 or [www.confidencebuilders.com](http://www.confidencebuilders.com).

## Investment

\$1,000. In other words, if you have 150 participants, it would cost \$7 per participant. You can do your own calculations to determine the actual price per participant for your needs: 250 participants = \$4 each; 500 participants = \$2 each.

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**Session 1 (105 minutes)**

Welcome  
Introductions  
Leadership Defined  
Leadership Roles  
Leadership as a Relationship  
Self-Assessment

Break

**Session 2 (45 minutes)**

Attention Graph  
Dimensions of Leadership

Break

**Session 3 (90 minutes)**

Leaders versus Followers  
Mirror Activity  
Action Cycle  
Application  
Tips and Action Plan  
Wrap Up

# Creativity in Innovation or In*Creativity*novation

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After several quick creativity activities, participants will delve into the need for diversity when wanting to be creative, using *QuikDiSC*. The use and function of brainstorming will be examined. Participants will be introduced to the diverge/converge model. Storyboarding, I-Power, and the Good Things Report will be discussed. Several activities will round out the module.

## Objectives

- ★ Provide opportunities to think out-of-the-box.
- ★ See where creativity fits in the decision making process.
- ★ Determine the value of diversity in creativity.
- ★ Provide ideas and tools for generating creativity when working alone or with a team.
- ★ Be aware of the sources of creative blocks.

## Training Time

8:00 AM - 12:40 PM

## Attendees

All employees, especially those who want to be more creative and use creativity to enhance their jobs

## Recommended class size

6 - 30 participants

## Recommendations

None

## Requirements

- ★ Inscape's *QuikDiSC* per 21 participants. Contact Jessica Selasky at 513-336-9194 or [www.confidencebuilders.com](http://www.confidencebuilders.com).
- ★ Roger von Oech's cards, *Creative Whack Pack*. Go to [www.amazon.com](http://www.amazon.com) to purchase the materials.

## Investment

\$5,000. In other words, if you have 150 participants, it would cost \$33 per participant. You can do your own calculations to determine the actual price per participant for your needs: 250 participants = \$20 each; 500 participants = \$10 each.

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**Session 1 (115 minutes)**

Welcome  
Diversity in Creativity Introduction  
Diverge/Converge Model  
Brainstorming

Break

**Session 2 (80 minutes)**

Brainteasers  
More Creative Ideas  
Storyboards  
I-Power Meetings  
Good Things Report  
Creative Blocks  
Status Scene

Break

**Session 3 (85 minutes)**

More Brainteasers  
Nail Exercise  
You and Creativity  
Creativity Tips  
Application  
Wrap Up

# Creative Whack

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Participants will decide if they are creative and then work their way through von Oech's mental locks to determine what areas need to be "released." A variety of fun, quick, and applicable activities will be used in each of the areas. Late in the module, participants will be introduced to von Oech's *Creative Whack Pack* and have an opportunity to do a creative activity.

## Objectives

- ★ Provide the keys to "unlock" your "mental locks."
  - ★ Enhance your creativity by using von Oech's cards.
- Based on Roger von Oech's book, *A Whack on the Side of the Head*.

## Training Time

- ★ 11:30 AM - 1:35 PM or
- ★ 2 one-hour sessions or
- ★ 8:00 AM - 12:20 PM, by facilitating additional exercises

## Attendees

All employees, especially those who want tools to enhance their creativity

## Recommended class size

6 - 30 participants

## Recommendations

None

## Requirements

Roger von Oech's book, *A Whack on the Side of the Head*, and cards, *Creative Whack Pack*. The number required for the module will vary with the number of participants; so, you will only need one book and at least one pack of cards, depending on the size of the group. Go to [www.amazon.com](http://www.amazon.com) to purchase the materials.

## Investment

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**Note:** 2 one-hour sessions; 8:00-12:20, by facilitating additional exercise

Introduction with “Are you creative?”

Mental Locks:

The Right Answer with figures

That’s Not Logical with soft and hard words

(Add metaphor activity-15)

Follow the Rules with patterns

(Add sacred cows – 20; elimination 10)

Be Practical with “what if”

(Add “what if” activity – 5)

Play is Frivolous with humor

(Add fun in workplace – 10)

That’s Not My Area

(Add pair activity – 10; explore new ideas – 10)

Avoid Ambiguity with oracle

(Add dream activity – 15)

Don’t Be Foolish with fool approach

(Add quote activity – 20)

To Err is Wrong with failure

I’m Not Creative

(Add creative idea activity – 20)

Whack on the Other Side of the Head

Whack Pack

Whack Pack Practice

Wrap Up

# Creativity: Yes, You Have It!

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This module focuses on showing and/or reminding all participants that they are creative. You'll participate in a variety of fun activities, where you will experience and determine the elements that provide creative results. If you have any "cents" and want to have fun while you learn, this is the module for you.

## Objectives

- ★ Participate in creative activities.
- ★ Experience and uncover the elements that provide creative results.
- ★ Develop an action plan that encourages you and others to be more creative in your work.

## Training Time

8:00 AM - 12:30 PM

## Attendees

Teams, especially powerful for intact work teams

## Recommended class size

6 - 30 participants

## Recommendations

None

## Requirements

None

## Investment

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**Session 1 (100 minutes)**

Welcome and Introductions  
Creativity and Problem Solving  
Creativity  
Save the Penny Activity  
Sensory Expansion Activity

Break

**Session 2 (80 minutes)**

Visualization Activity  
Idea Selection and Refinement Activity  
Creativity Building Tips

Break

**Session 3 (90 minutes)**

Vacation Activity  
More Creativity Building Tips  
More Creativity  
Action Plan  
Wrap Up

# Decision Making: The Power of “No”

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After doing a quick activity and defining “no” and why we say it, participants will take the Power of No Self-Assessment. The Power of No Model will be introduced in an interactive process, followed by defining participants' personal Policy of No. Power of No Consequences will be evaluated. Verbal and nonverbal “nos” will be reviewed in a variety of activities, followed by discussions and practices around “maybe” and “yes.” Participants will create an action plan detailing how they will apply the skills.

## Objectives

- ★ Assess your ability to say “no.”
- ★ Discover and practice using the power of no model.
- ★ Analyze the consequences.
- ★ Create your policy of no.
- ★ Gain confidence in your ability to say “no” and mean it.
- ★ Learn to stop saying “maybe.”
- ★ Gain confidence in your ability to say “yes” and follow through.

## Training Time

8:00 AM - 4:30 PM

## Attendees

All employees, especially those who have difficulty saying “no” and sticking to it

## Recommended class size

6 - 30 participants

## Recommendations

None

## Requirements

- ★ *No!* book
- ★ *Waffle Cards*

Contact Jana Kemp at Meeting & Management Essentials at [www.janakemp.com](http://www.janakemp.com), or [www.stopwaffling.com](http://www.stopwaffling.com) or 800-701-9447.

**Special Notes:** This module was created in partnership with Jana Kemp (an author, nationally-known speaker) based on her book, *No!*

## Investment

\$10,000. In other words, if you have 150 participants, it would cost \$67 per participant. You can do your own calculations to determine the actual price per participant for your needs: 250 participants = \$40 each; 500 participants = \$20 each.

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**Session 1 (135 minutes)**

Welcome  
Introduction  
Definition of “No”  
Why Say “No”  
The Power of No Self-Assessment  
Power of No Model

Break

**Session 2 (135 minutes)**

Model Summary  
Policy of No with Personal Assets  
The Power of No Consequences

Lunch

**Session 3 (140 minutes)**

The Nonverbal “No”  
The Verbal “No”  
Stop Saying “Maybe”  
Say-Yes  
No Practice

Break

**Session 4 (100 minutes)**

No Consequence Practice  
The Choice  
Practice with role play scenarios  
Tips for Keeping Your Resolve  
Personal Application  
Wrap Up