

Title of Course:	GCG-1: Action Learning Basics	Length of Course (# of Hrs/Days):	1 day
<p><u>Description of Class</u></p> <p>Action Learning has been named the most powerful problem-solving tool of 2005 by Business Week Magazine. It is a process that not only builds teams that are more cohesive but also develops leadership competencies. This course explains why the approach is so powerful and holds such promise for leadership development and for the transformation to a learning organization. The session consists of a lecture, followed by hands on practice; giving participants a full appreciate of the power of Action Learning.</p> <p>Although this session can be done on a single day more powerful results are realized by splitting it across 2 days – 4 hours one afternoon followed by 4 hours the next morning.</p>			
<p><u>Quantity or Other Applicable Discounts (Explain)</u></p> <p>10% discount per course available if client purchases more than 4 deliveries annually.</p>			

Title of Course:	GCG-2 Temperament	Length of Course (# of Hrs/Days):	1 day
<p><u>Description of Class</u></p> <p>Building team relationships is a combination of perception, interaction, and communication. This workshop is designed to breakdown barriers between individuals and groups, enabling the foundation to be built for strong relationships and improved organization performance. Through an interactive process participants begin to understand and appreciate natural differences in individual temperaments that influence behaviors in the work place and at home. Participants will- learn to identify and explore the four primary temperaments- in self and others; be able to create an atmosphere for enhanced self-perception and positive, tolerant perception of others; and, understand the spectrum of attitudes and values which motivate behavior and perception of self and others. Strategies for the effective use of temperament theory in communication systems and leadership development will also be explored.</p>			
<p><u>Quantity or Other Applicable Discounts (Explain)</u></p> <p>10% discount per course available if client purchases more than 4 deliveries annually.</p>			

Title of Course:	GCG-3 Action Learning Coaching	Length of Course (# of Hrs/Days):	2 days
<p style="text-align: center;"><u>Description of Class</u></p> <p>Action Learning is an effective process for solving critical and complex problems. At the same time it develops leadership competencies, building cohesive teams, and expands organizational capabilities. This session covers in depth the six elements and two ground rules of Action Learning. Through this session, participants will gain the skill necessary to serve as an Action Learning Coach. Additionally, participants will gain an in depth understanding of the question and reflection process that is key to Action Learning.</p>			
<p style="text-align: center;"><u>Quantity or Other Applicable Discounts (Explain)</u></p> <p>10% discount per course available if client purchases more than 4 deliveries annually.</p>			

Title of Course:	GCG-4 Avoiding Abilene: Breaking Out of Groupthink	Length of Course (# of Hrs/Days):	1 day
<p><u>Description of Class</u></p> <p>Group Dysfunctions exist in a variety of forms. There is the <i>Parable of Abilene</i> that is the story of everyone going along with the crowd because they believe there is consensus. There is <i>GroupThink</i> that is the condition where a group has become so sure of themselves that they believe they can do no wrong. And <i>Organization Silence</i>- which is the condition when the boss has become so overpowering that everyone blindly follows orders. This workshop will cover each of these conditions in detail, including how they develop and what the consequences are. Followed by a hands-on activity to learn how to break out of the habits that caused the conditions to arise in the first place.</p>			
<p><u>Quantity or Other Applicable Discounts (Explain)</u></p> <p>10% discount per course available if client purchases more than 4 deliveries annually.</p>			

Title of Course:	GCG-5 Valuing Diversity	Length of Course (# of Hrs/Days):	1/2 day
<p><u>Description of Class</u></p> <p>Diversity is not EEO or affirmative action, rather it is appreciating the various backgrounds, styles, perspectives, values, and beliefs as assets that individuals bring to an organization. By the end of this workshop participants understand what it means to value diversity. They will also understand why it is important to value diversity. They will understand their current perspective on diversity and learn to behave in ways that value diversity.</p>			
<p><u>Quantity or Other Applicable Discounts (Explain)</u></p> <p>10% discount per course available if client purchases more than 4 deliveries annually.</p>			

Title of Course:	GCG-6 Conflict Resolution	Length of Course (# of Hrs/Days):	6 Hours
<p><u>Description of Class</u></p> <p>Each of us uses a different mode when having to deal with conflict. Participants will take the TKI (Thomas-Kilman) conflict instrument to assess their mode of addressing conflict. This workshop will encourage participants to: expand their own self awareness of their approach to conflict; understand how others approach conflict; understand conflict situations; and learn how to use new skills to approach conflict.</p>			
<p><u>Quantity or Other Applicable Discounts (Explain)</u></p> <p>10% discount per course available if client purchases more than 4 deliveries annually.</p>			

Title of Course:	GCG-7 Understanding Culture and Culture Change	Length of Course(# of Hrs/Days):	1 day
<p><u>Description of Class</u></p> <p>The Dennison culture instrument measures 12 dimensions of culture. Participants will gain an understanding of these 12 dimensions, how they inter-relate, and how they impact the bottom-line. Specific actions that can be taken to address weaknesses in any of the 12 dimensions will be presented.</p>			
<p><u>Quantity or Other Applicable Discounts (Explain)</u></p> <p>10% discount per course available if client purchases more than 4 deliveries annually.</p>			

Title of Course:	GCG-8 Using Action Learning to Balance Your Scorecard	Length of Course (# of Hrs/Days):	1 day
<p style="text-align: center;"><u>Description of Class</u></p> <p>The Balanced Scorecard is a powerful framework for creating a living organizational strategic plan. Participants will learn and understand the 4 perspectives of the Balanced Scorecard as well as how to develop objectives, targets, and indicators for tracking objectives. The session will also include practice sessions for determining if there is a common understanding of the organizations mission, vision, and values. A hands-on activity will be conducted to use the power of questions to insure that the objectives that are used to populate the Balanced Scorecard fit within the understood mission, vision, and values. From here targets, indicators, and initiatives to meet the objectives will be developed. Additionally, they will learn how to evaluate leading indicators to determine if objectives need to be modified to meet the changing environment.</p>			
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Title of Course:	GCG-9 Creating the Optimum Team	Length of Course (# of Hrs/Days):	2 days
<p><u>Description of Class</u></p> <p>Increasingly today's teams need to function autonomously, managing themselves as they strive to perform with excellence. Participants will be exposed to the latest theories of group dynamics while strengthening their individual ability to function optimally as a team member and/or leader. Effective communication is at the core of any successful work team. Many of the skills to communicate effectively, however, are not fully understood nor utilized. This intensive workshop will identify the skills necessary to develop and maintain effective and efficient cross-functional work teams. Participants will practice the rudimentary hands-on skills needed to explore and improve their personal impact and effect on others, and organizational processes. This course will present the various techniques of effective communication, give participants the opportunity to both practice these techniques, and to get direct feedback on their personal communication style. The experiential nature of this workshop insures that learnings will be grounded to actual work situations.</p>			
<p><u>Quantity or Other Applicable Discounts (Explain)</u></p> <p>10% discount per course available if client purchases more than 4 deliveries annually.</p>			

Title of Course:	GCG-10 Interpersonal Communication	Length of Course (# of Hrs/Days):	1 day
<p><u>Description of Class</u></p> <p>Interpersonal communication is at the core of any successful work team. Not confined to any single aspect of our lives, it pervades everything we do or say (as well as what we don't say). The impression we leave on people, the way we express ourselves, how we come across to others, how we listen, empathize, and the attitude behind our words and actions, all contribute to the quality and success of our interaction with others. This program provides a comprehensive beginning to exploring, understanding, and practicing the essentials of good communication and how it determines our effectiveness in the workplace.</p>			
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Title of Course:	GCG-11 Giving and Receiving Feedback	Length of Course (# of Hrs/Days):	1 day
<p style="text-align: center;"><u>Description of Class</u></p> <p>One of the most important skills influencing motivation, performance, and productivity in the workplace is providing honest, respectful, and timely feedback to co-workers. Despite the fact that all managers are expected to provide feedback, few are ever trained in how to do it. Employees are known to say that the only feedback they ever get is negative- the kind that is most often referred to as "constructive criticism". Seldom does anyone look forward to "receiving feedback".</p> <p>Often, it is simply avoided. Even a little feedback, however, is better than no feedback. There are ways to do it poorly, well, and superbly. This experiential workshop provides individuals, no matter what their position or experience level, the framework, techniques, and practice to improve the skill and art of giving and receiving feedback.</p>			
<p style="text-align: center;"><u>Quantity or Other Applicable Discounts (Explain)</u></p> <p style="text-align: center;">10% discount per course available if client purchases more than 4 deliveries annually.</p>			

Title of Course:	GCG-12 Beginning Your Transition to a New Career	Length of Course (# of Hrs/Days):	2 days
<p style="text-align: center;"><u>Description of Class</u></p> <p>This workshop will prepare individuals to undertake their transition to a rewarding new career with clarity, courage, tools, support, a plan, and self-commitment. Participants will leave with real clarity about their transition goals through preparing a systemic career transition plan, practice in using the plan, and identifying the resources required to implement the plan.</p>			
<p style="text-align: center;"><u>Quantity or Other Applicable Discounts (Explain)</u></p> <p>10% discount per course available if client purchases multiple courses annually.</p>			

Title of Course:	GCG-13 The Essentials of Supervision	Length of Course (# of Hrs/Days):	3 days
<p><u>Description of Class</u></p> <p>Designed around Dick Beckhart's model of an effective organization, this course is ideal for identifying the essential skills and attitudes that a new supervisor needs to begin leading a team of individuals. Communication, feedback, and conflict resolution skills are emphasized. Determining and harnessing the fundamental components of temperament will also be introduced.</p>			
<p><u>Quantity or Other Applicable Discounts (Explain)</u></p> <p>10% discount per course available if client purchases multiple courses annually.</p>			

Title of Course:	GCG-14 Integrative Leadership Seminar Series	Length of Course (# of Hrs/Days):	10-15 days
<p style="text-align: center;"><u>Description of Class</u></p> <p>The Integrative Leadership Seminar Series is a comprehensive program that will unleash and focus individual and organizational potential. These seminars cover the five levels of leadership focus required to excel as you rise through an organization. Fixed pre-selected modules (based upon the needs and culture of the client system), a 360 degree assessment, 2 facilitators and personal coaching are included.</p> <p>These seminars offer an intensive learning experience that would:</p> <ul style="list-style-type: none"> • Be profound enough to be sustainable and transformative. • Be pragmatic enough to apply immediately at work. • Create a common leadership language that will permeate and influence your entire organization. • Identify keys to unlocking leadership in yourself and others. • Create an organizational shift to on-going learning, diversity and dialogue in support of vision. <p>This course would be of particular benefit to organizations that:</p> <ul style="list-style-type: none"> • Have undergone a recent merger or transition. • Are committed to creating an aligned culture through genuine communication. • Need a cutting edge, high-level learning experience that prepares employees, managers, supervisors, and executives for the various facets of leadership. 			
<p style="text-align: center;"><u>Quantity or Other Applicable Discounts (Explain)</u></p> <p>10% discount per course available if client purchases multiple courses annually.</p>			

Title of Course:	GCG-15 Leadership for Managers PLUS \$95pp for manual and instruments	Length of Course (# of Hrs/Days):	8 days
<p><u>Description of Class</u></p> <p>This course is a modified version of Course GCG-14. It addresses only three of the five focus area- self-awareness, interpersonal skills and group dynamics and is delivered only in 2 four-day blocks. It also does not include the 360 degree assessment as an essential part of the course</p>			
<p><u>Quantity or Other Applicable Discounts (Explain)</u></p> <p>10% discount per course available if client purchases multiple courses annually.</p>			

Title of Course:	GCG-16 Writing for Results	Length of Course (# of Hrs/Days):	1 day
<p><u>Description of Class</u></p> <p>This writing workshop will give participants principles and practice in writing documents (reports, memos, e-mails, letters) that get results. It begins with an assessment of your writing ability, then divides your writing tasks into manageable steps: how to plan by asking the right questions; how to choose the relevant material; how to organize it according to your reader and your purpose; how to rewrite and edit for conciseness, completeness, courtesy, clarity, and correctness. Frequent exercises will be employed to reinforce the writing principles.</p>			
<p><u>Quantity or Other Applicable Discounts (Explain)</u></p> <p>10% discount per course available if client purchases multiple courses annually.</p>			

Title of Course:	GCG-17 Practical Writing	Length of Course (# of Hrs/Days):	1 day
<p><u>Description of Class</u></p> <p>This one-day course will help participants use the written word to get the results you want in your business communications. The writing process (Think, Plan, Write, Edit, and Proofread) will be reviewed. Participants will be able to refresh their skills in organization, sentence and paragraph structure, grammar, and punctuation. Short exercises, always keeping the reader in mind, will allow for practice with writing clearly, concisely, and correctly.</p>			
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Title of Course:	GCG-18 Thinking Made Visible	Length of Course (# of Hrs/Days):	2 days
<p><u>Description of Class</u></p> <p>“ One should not aim at being possible to understand, but at being impossible to misunderstand” (Quintilian : Roman rhetorician in 1st Century AD). This workshop explores the relationship between critical thinking and clear writing. The Confucius (Chinese philosopher-statesman: 551-479 B.C.) quote “If language is not correct, then what is said is not what is meant; if what is said is not what is meant, then what ought to be done remains undone; ... justice will go astray; if justice goes stray, the people will stand about in helpless confusion...” will be the centerpiece for focus and discussion. Participants will prepare papers to illustrate that their writing is their thinking made visible</p>			
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