

An Introduction to Workshop Tools

Here are just some of the training tools we use in our programs:

Action Planning

Committing to a course of action that is personally achievable, is in manageable chunks and will move you towards a desired state or goal.

Active Listening

How to listen to others so that they feel heard. Tips for what to do and what to avoid. An excellent way to build rapport.

Advocacy and Inquiry

How to put a contentious point of view without creating a conflict and discover the thinking behind someone else's position. Another great rapport builder and conflict resolution tool.

Brainstorming

Creating new and innovative solutions that involve the whole team. How to be inclusive, non-judgemental and open to all opportunities.

Chunking

Breaking goals and barriers down into manageable chunks. Recognising the big picture or attention to detail needs of others and being able to respond accordingly.

Goal Achieving

Committing to a course of action that will ensure that goals become reality. Recognising that intermediate steps may be difficult, boring and repetitive. Using strategies that overcome the barriers to performance and do it anyway.

Goal Setting

Setting SMARTIE goals to enhance your chances of success. Being very clear about what you want, how you will know when you have achieved it and what it will do for you.

Kaizen - Continuous Improvement

The Japanese philosophy of small continuous improvement and how it can be applied to any task.

Mapping the Conflict

An effective way of depersonalising a conflict situation and discovering the real needs of all participants. The mapping process encourages lateral solution of stuck issues.

Mind Mapping

A powerful way of seeing the big picture and the detail at the same time together with the interrelationship of the key issues in any task.

An Introduction to Workshop Tools (2)

PERT

Performance Evaluation Revue Technique. A powerful planning tool that ensures focus on the end result and draws out all the intermediate steps. This is the project tool that NASA used to get a man on the moon.

Prioritising

A simple method of selecting the tasks to done, the order in which to do them and the consequences of being at the mercy of the urgent and unimportant.

SWOB

Strengths, Weaknesses, Opportunities and Barriers. A simple four quadrant way of looking at any issue and the resources available. We specifically use “Barriers” rather than the more traditional “Threats” because you can personally do something about a barrier. Threats may be outside your control.

Using Psychometric Tools

How to use the range of psychometric tools that we will introduce to you in order to encourage the response you want in others. How to operate yourself in all styles and types to increase your flexibility. Psychometric tools covered will include:

- | | | |
|----------------------------------|---|---|
| ➤ MBTI | (Myers Briggs Type Indicator) | Personality Profile (16 types) |
| ➤ DiSC | (Dominant, Influencing, Steady,
Conscientious) | Personality Profile (4 quad.) |
| ➤ Belbin | (Belbin Team Role Profile) | Team Preferences (9 types) |
| ➤ LSQ | (Learning Style Questionnaire) | Learning Preferences (4 quad.) |
| ➤ Language Diagnostic Instrument | (Visual, Auditory, Kinaesthetic) | Information Processing
Preferences (3 types) |
| ➤ 4MAT | (Why, What, How, What If ...) | Learning Styles (4 quad.) |
| ➤ Check Start | (Recruitment Tool) | Job Related Personality Profile |