

Affinity Consulting and Training Inc.

Consulting and Workshops Catalogue 2012



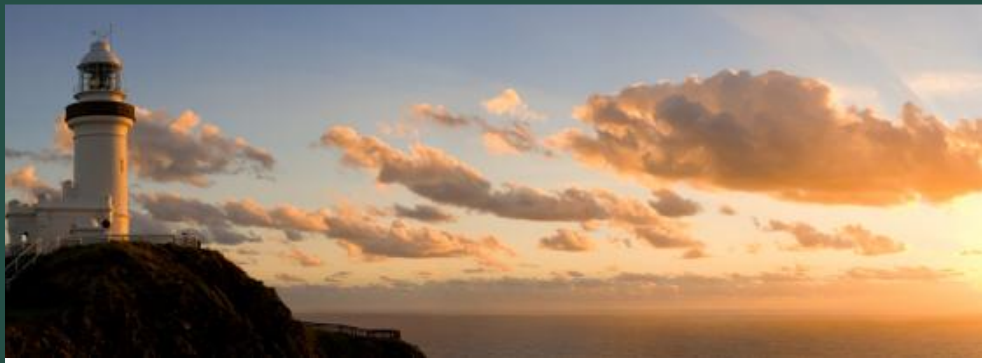
Strategy Development
Change Management
Leadership Development
Supervisory Development
Team Development

Toll Free 1-877-432-8182

ACT

Affinity Consulting
& Training Inc.
We Facilitate Meetings...of Minds®

Stronger Leaders. Stronger Teams. Stronger Organizations.™



CONSULTING AND FACILITATION

We Facilitate Meetings...of Minds®

We offer a range of consulting and facilitation services to ensure that you have a robust strategic planning process and outcomes. Please call us at 1-877-432-8182 to discuss your unique needs.

Services offered include:

Strategic Planning – We facilitate whole company, as well as divisional and Departmental planning initiatives with *focus* and *organizational alignment* two of our top priorities.

Strategy Execution – It doesn't stop at planning, and neither do we. We bring decades of experience and field-tested tools in the areas of *change management, communications, process excellence, customer loyalty, employee engagement* and *learning and growth* to ensure successful execution of your strategic plan.

Leadership Coaching – Whether it's a group or individual who require leadership coaching, we can provide the external, unbiased and objective support to help them overcome obstacles and grasp unseen opportunities.

Over 70% of strategies fail at implementation.

The data from a range of studies show that strategy execution fails in approx 70% of cases. Why is that? There are many reasons, but foremost amongst them is a failure of leadership to lead.



CUSTOM WORKSHOPS

We take our workshop designs and customize them to suit your unique audience.

LIVE WEBINARS

Learn at designated intervals, using the power of live webinars.

ONLINE LEARNING

Learn at your own pace, in your own time and receive certificates of completion.

WORKSHOPS

Achieve new heights with your team!

Learn in real time in our live in-person workshops. We design our workshops to engage participants through self-assessments, videos, individual exercises, group work and discussions. We can work with groups ranging in size from five to five hundred.

Currently our workshops include the following:

- The Five Key Facets of High Performance Leadership
- High Performance Leadership - Skills Series
- Improving Your Listening Skills
- The Time of Your Life: Time Mastery
- Collaborative Skills for Teams
- The TeamWorkshop™ - Building Better Teamwork
- Getting the Most from Your Key Contributors
- Reducing Team Conflict
- Adventures in Attitudes®: Change Your Attitudes...Change Your Life!

THE 5 KEY FACETS OF HIGH PERFORMANCE LEADERSHIP

“Brian Ward issues a challenge to readers who desire to be great leaders - honestly answer Brian`s five critical questions and you will learn a whole lot about yourself and your leadership focus”

- Sandi L. Humphrey, CAE, Editor, Association Magazine

Description

In this fast-paced one-day workshop, you will learn what it takes to become a high performing leader. Using self-assessments, real world examples, group exercises and discussions, you will discover the Five Key Facets of High Performance Leadership through the lens of the FACET Leadership™ Model.

“When I learned to do these things effectively, things took a real turn for the better. My reputation in the field I work in got a major boost. I started developing programs for disadvantaged youth (currently up and working) and I started to get offers for promotions.

I have to say that when I found The FACET Leadership™ Model I did not know where to turn. I was drifting and struggling to put pieces together. I am now very confident that I can accomplish about anything I undertake.

The big difference is that I now have a system to work. A system that works. I recommend this program to all. Get involved. You have nothing to lose but bad habits. What you have to gain is a proven system that works. Thanks and best wishes.”

*Roger W. Noe,
State of Kentucky,
Central Region Mental Health*

Continued...

THE 5 KEY FACETS OF HIGH PERFORMANCE LEADERSHIP

.../continued

Objectives:

You will leave with...

- A renewed sense of your leadership potential
- A high level map for navigating your leadership journey

Duration: One day

Format: Pework (online self-assessment), case studies, individual exercises, presentations, group work and discussions

"He has captured how to be recognized as a leader. These are excellent points for the leader who has a comfort level with managing! By separating the managing of "things", we can push back our desire for organization and administrative details, concentrating instead on our power of influence"

- Cheryl Nerud, Training Specialist, Boise, Idaho

"What a refreshing new voice...! Many talk the concept of leading people, but few actually give the many different facets and their explanations of how to lead people."

- Danielle M. Wilson, Physician Center Manager, Newark, Ohio

HIGH PERFORMANCE LEADERSHIP - SKILLS SERIES -

VISION - ALIGNMENT - EXECUTION



Description

In this series of workshops, participants develop the skills associated with high performance leadership:

- Creating a Compelling Vision (One day)
- Creating Alignment Around the Vision (One day)
- Executing on the Vision (Two days)

Objectives:

You will leave with...

- A clear and concise approach to developing and testing your leadership vision
- A deep understanding of why organizations struggle with alignment, and what to do about it
- A comprehensive understanding of your leadership strengths and limitations (360 degree leadership assessment included)
- A personal game-plan for ensuring effective execution of your leadership vision

Duration: Four days (Two one day and one two day workshops)

Prerequisite: Though not essential, it is highly recommended that participants first take the workshop *The 5 Keys Facets of High Performance Leadership*

Format: Case studies, participants real world challenges, self-assessments, 360 degree leadership assessment, simulations, group work and discussions.

Improving Your Listening Skills

Description

In this unique workshop, participants develop the skills associated with effective listening. Long regarded as the Achilles' Heel¹ of leadership, *listening* as a learnable skill has now shot to the forefront of leadership development. In today's multi-generational, collaborative, networked, team based environments, being an effective communicator has never been more vital to your success. And it all starts with listening.

Objectives:

You will leave with...

- An understanding of the five styles of listening
- An assessment of your preferred listening style
- Your own personal development plan for improving as a listener and communicator

Duration: One day

Prerequisite: None

Format: Participants real world challenges, Listening self-assessment (online as prework), videos, group work and discussions.

¹An **Achilles' Heel** is a deadly weakness in spite of overall strength, that can actually or potentially lead to downfall. While the mythological origin refers to a physical vulnerability, metaphorical references to other attributes or qualities that can lead to downfall are common. Source: Wikipedia



Description

Managers and professionals have been attempting to “manage their time” for decades, and yet we find that they still continue to struggle. Perhaps the issue is not time after all? It is certainly true that we develop *habits* over time...habits which become ingrained, many of which are counter productive and steal our time away. Perhaps we should be seeking therefore to manage our habits!

In the *Time of Your Life* workshop, you will learn about your daily habits, and how they work for or against you. You will then examine a range of tools and techniques aimed at helping you change your habits, and lead to a more productive workday and life.

Objectives:

You will leave with...

- An understanding of how you habitually use your time
- Tools and techniques for arranging your habits and time in a more productive way
- Your own personal development plan for increasing your productivity

Duration: One day

Prerequisite: None

Format: Participants real world challenges, time management self-assessment (online as prework), group work and discussions, tools for managing your habits and time.

WORKSHOP OVERVIEW



Description

More than likely, we've all had to work with people who were quite different than us. Sometimes it's frustrating. But have you ever worked on a team where...

- People have learned to embrace their differences?
- Conflict and miscommunication are reduced?
- Meetings have a purpose and time is managed efficiently?

The goal of this program is to reconcile the inherent differences of team members to help you create an engaged, collaborative team.

Objectives

In this workshop you will:

- Discover differing priorities among team members
- Explore causes of miscommunication and conflict
- Understand how we manage time, meetings and projects
- Create an action plan for better collaboration

Duration: One day

Prerequisite: None

Format: Participants real world challenges, Team Dimensions self-assessment (online as prework), videos, group work and discussions.

WORKSHOP OVERVIEW

THE TEAMWORKSHOP™ BUILDING BETTER TEAMWORK

Description

This workshop uses the *Everything DiSC® Workplace* profile as a tool that helps people better understand themselves and others, and build stronger working relationships within their team and between teams.

Objectives

In this workshop you will:

- Discover your DiSC® style¹
- Discover the DiSC® style of your team members
- Understand your reactions to coworkers and their reactions to you
- Build stronger, more effective relationships amongst team members

Duration: One day

Prerequisite: None

Format: Participants real world challenges, Everything DiSC Workplace® Profile (online as prework), videos, group work and discussions.

¹DiSC® has been taken by over forty million people worldwide, and has helped people develop stronger self awareness and awareness of others. Contact us at 1-877-432-8182 for more information and sample materials.

GETTING THE MOST FROM YOUR KEY CONTRIBUTORS

Description

Even the best performers get stagnated from time to time. But before managers can help them out of their rut, they need to understand the situation and why the person is having difficulty. Sometimes they don't have the skills or know-how.

This program helps managers use DiSC® to read the situational needs of their key contributors and adjust their management style accordingly. They'll learn some fundamental strategies for reading the willingness and ability of the people they manage as well as the approaches that are most effective in each situation.

Duration

Half Day

Workshop Objectives

This program is designed to help managers:

- Use the DiSC® model to gauge the needs of their key contributors
- Identify the obstacles that are holding back better performance
- Understand when employees are unwilling or unable to perform a given task
- Find ways to help people become more efficient and satisfied in their work

¹DiSC® has been taken by over forty million people worldwide, and has helped people develop stronger self awareness and awareness of others. Contact us at 1-877-432-8182 for more information and samples.



Description

Few of us like conflict. So why is it so pervasive, so enduring, and so difficult to resolve? One of the primary reasons is that we all have a natural instinct to see just one side of an issue: our own. Can this instinct be reshaped? Twenty-five years of DiSC® training shows that it can. This is a simple but powerful program that helps individuals and groups develop the understanding and empathy to work through tough interpersonal conflicts.

This workshop is designed to spark a lasting change that speaks to not only the individual, but also to the group. It builds fundamental skills that are crucial for effective teamwork and collaboration.

Duration: Full Day

Objectives

This program is designed to help you:

- Understand the four DiSC styles and appreciate the diverse values among co-workers
- Appreciate each other's unique strengths and accept each other's limitations
- Build empathy and compassion for the needs and struggles of your co-workers
- Understand how others see you and get feedback on your behavior
- Recognize your unique way of handling conflict and understand the impact of your behavior
- Use your new learning to develop strategies for working through conflict

¹DiSC® has been taken by over forty million people worldwide, and has helped people develop stronger self awareness and awareness of others. Contact us at 1-877-432-8182 for more information and samples.

Adventures ⁱⁿ Attitudes®

A Guided Program for Achieving Personal and Professional Growth

Description

Adventures in Attitudes is a program like no other. Delivered in ten half-day sessions, or as one continuous three day session, this is a strategic program designed to help people understand that how they perceive and respond to events is their choice. This awareness is the first step in changing negative attitudes to positive ones.

Over four million people worldwide have taken this program, and many describe it as life changing. People of different cultures, occupations, and ages have journeyed together through the experience and become more aware of the significance of attitudes. *Adventures in Attitudes*® deals with the "whole person" rather than sets of skills or compartments of knowledge. It is designed to prove to each participant that people truly are dynamic.

Duration

30 hours delivered as 3 continuous days or 10 spaced half days. PLEASE NOTE: This is a highly interactive, integrated program. Participants move at a fast pace through more than seventy high-involvement team projects that are critical to increasing self-awareness, changing attitudes, and improving relationships for greater personal and professional growth. Participants work on these projects in teams, and each team becomes self-regulating. It's success over 50+ years owes itself to the research that underlies it, and the sequencing of the projects and units...each unit builds on the previous one.

Continued...

Adventures ⁱⁿ Attitudes®

.../continued

What people are saying:

"All employees should take this program" - Syncrude Canada Ltd. Participant

"Awesome! I will recommend this to my colleagues" - Syncrude Canada Ltd. Participant

"Thanks for facilitating such a fabulous course, enriched with very powerful tools. Thank you for sharing." - Government of Alberta participant

"Thank you Brian, you have made a difference in my life" - Government of Alberta participant

"Thanks for opening my thought processes. It was a ton of fun!" - Government of Alberta participant



ACT now!

Contact Affinity Consulting and Training (ACT) Inc. for a free, no obligation quote on your next strategic planning, management development or staff development retreat.

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