Organizational Development

Integrated Training

To integrate is to make whole by bringing all the pieces together. Experience has consistently proven that training is an economic value-added piece when properly applied and ***integrated*** with the other components of the change process. When training is designed as a piece of an overall plan, the objective can be achieved more readily and completely.

Consulting and Training Processes	Description
Centerline Process Workshop	A half-day workshop that defines the concept of centerlining, teaches a practical application of the Centerline Methodology, and highlights how it is supported by an effective Daily Operations Meeting Process.
Certification Process	Certifying individuals and teams on their social and technical knowledge and skills is a proven way to ensure success in team development and machine/process startups. It is a powerful tool for integrating organizational change, training, and empowerment in a unified approach. The methodology addresses team member selection criteria, training and development needs, performance standards, levels of authority, resource requirements, communication expectations, and folds them into a customized implementation plan that is closely managed throughout the project.
Competency-Based Management (CBM) Workshop	In a half-day workshop, learn what Competency-Based Management is and evaluate if it is right for your organization. Find out why it is a *system within a system*, how to discover competencies, learn the steps for getting there, discuss the pitfalls, and evaluate if CBM will add value to your organization.
Developing Effective Presentations	This training module is designed to show "non-trainers" how to develop training presentations. At the end of the session, participants are able to: - List the elements of effective presentations. - Show tips for preparing and using visual aids. - Apply acquired skills to a training module.
Developing Facilitation Skills	Effective presentations require the use of a variety of skills to ensure the participants learn. The Developing Facilitation Skills session builds skills in involving participants, showing interest in them, giving and receiving feedback, and responding to situations. At the end of the session, participants will be able to - Describe the participant's non-verbal behaviors. - Demonstrate effective listening techniques. - Use appropriate questions and techniques. - Identify three considerations in handling problem situations. - Prepare and present a training module that demonstrates learned techniques.

Effective Delegation Workshop	The participant learns about the delegation dilemma, the principles of delegation and what can and cannot be delegated. Aided by a Delegation control meeting, the participant will also learn the secret of effective delegation.
Goal Setting	The purpose of this session is to show Leaders and Team Members how to effectively participate in and support Team Goal Setting. At the conclusion of the session, participants should be able to: - Know why it is important to set goals. - Explain what is meant by SMART goals. - Explain the goal setting process. - Explain the differences between management and team driven goals. - Understand the concept of cascading goals/objectives.
Mind Mapping	The Mind Mapping training module illustrates a creative process for developing training material. By the end of the session, the participants are able to: - Decribe the Mapping Process Model - Complete a Training Plan - Map the Learning Experience - Understand Adult Learning Techniques - Know where to get ideas.
Note-Taking	The ability to take notes effectively provides a means for review, helps to focus attention, and reinforces the learning process. When participants complete this training, they will: - Understand the purpose for taking notes - Have a better understanding of what is important - Know a method of taking, organizing, and revising notes. - Know when and how to review notes.
Performance-Based Training Process	The Performance-Based Training Process links the successful demonstration of knowledge and skills by the participants with key tasks throughout an implementation. Participants are trained on project processes and content, and subsequently required to successfully complete project related tasks. SDF customizes the performance-based training template to conform to the needs of the project, develops relevant training materials, trains the participants, monitors successful task completion, and coaches along the way.