



Seminar Offerings

by

Group Harmonics

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BRIEF COURSE DESCRIPTIONS

Bridging the Gap: The Final Competitive Frontier

Study models and tools which address the most critical human interactions: hiring, self- and employee-development, conflict management, and planning for team growth. Apply those models to challenges you face today, and plan for the future. (4 hours)

What We See: Behavioral Fluency

Behavior is the most clearly visible indicator of another person's needs, tendencies, and preferences. It yields far more information than anything else we can observe. Participants develop the ability to read and respond to behavioral tendencies. They improve influence, teamwork, and career direction based upon a highly validated model. (4 hours)

What We Do: Quantifying Motivation

Motivation need not be the ephemeral topic of inspirational speeches; it is a quantifiable part of all of us and it can be measured and understood as the basic reason we take action. Using a validated model, participants quantify their own factors, and then learn to influence others in a way that is individually meaningful. (4 hours)

What we Know: Understanding Emotional Intelligence

Research clearly indicates that Emotional Intelligence is far more important to our career and personal success than our purely intellectual "IQ." Participants develop an understanding of various aspects of Emotional Intelligence, and discover their own strengths and development areas. By mapping their own skills to the requirements of their job, participants craft a data-based development plan to take their performance to the next level. (4-6 hours)

The Dress Rehearsal™: Survive and Thrive in a Complex, Matrixed Organization

Experientially learn, practice, and hone critical skills for success in today's complex, matrixed environment. Prepare yourself and your team for the realities of today's complex corporation. (9 hours)

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Train the Trainer Sessions

Develop yourself and increase your value to your employer by becoming a certified instructor. Certified instructors deliver Group Harmonics seminars within their own companies and enjoy better programmatic integration and substantial cost savings.

DETAILED COURSE DESCRIPTIONS

The following pages contain detailed descriptions of courses offered by Group Harmonics.

Bridging The Gap: The Final Competitive Frontier

Analytical approaches to human problems

Description

The importance of “soft skills” is widely recognized, be it the ability to influence others, keep customers happy, work well on a team, or solve difficult problems. The absence of these critical skills in the workplace is frequently lamented. We all know why we need them; we all know when someone on our team doesn’t have them. Less clear, however, is how to ensure that we get them when we hire someone, or that we keep them as our group or company grows and changes.

Bridging the Gap: The Final Competitive Frontier, takes participants all the way from awareness of the problem to a suite of analytical solutions. There are no vague ideas here, no motivational speeches that sound compelling but leave doubt as to anything has changed. Instead of nebulous examples and recommendations which sound too much like the innards of a fortune, participants explore scientifically validated models of understanding human interaction, and apply them to real situations, learning from the challenges faced by themselves and those around them.

Outcomes

Graduates of this seminar will:

- Develop an understanding of multiple, statistically validated tools and frameworks for evaluation and discussion of human interaction, including models which describe Behavior, Motivation, and Emotional Intelligence
- Learn validated approaches for selecting and motivating effective employees and groups
- Enjoy learning about themselves and those close to them as they move through the models.
- Explore application of these models to hiring , motivating , employee development, and organizing for growth
- Increase self-awareness as they apply what they learn not only to their teams, but to themselves and their own relationships
- Resolve conflict effectively through use of appropriate interactive approaches
- Communicate information regarding “soft skills” in descriptive, neutral language, to facilitate the solution of interactive problems without the addition of highly charged or reactive content

- Make a specific action plan for implementation after the seminar has ended
- (In some cases) experience the power of the science in predicting elements of individual behavior,

Audience and Prerequisites

Appropriate for professionals, content experts, project leads, and management at all levels. Useful as a broad introduction or “survey class” to many of the topics covered in other Group Harmonics, Inc. seminars. Depending upon course setup, participants may or may not be asked to complete an online assessment lasting 10 minutes in advance of the seminar. No other pre-work or prior training or experience is required.

Behavioral Fluency

The first step toward better communication (4 hours)

Description

Behavioral Tendencies are easy to read when we know what to look for. And, they impart a huge amount of knowledge regarding those with whom we work. Whether we are selling, influencing, coaching, leading, or trying to chart our own career development, an operational knowledge of behavioral factors and appropriate responses is a must!

Behavioral Fluency teaches participants a specific, research-based approach toward interpreting the behavior of others. It includes not only what to look for and what it means but also how to respond for maximum effectiveness. Based upon the most statistically validated business assessment in the world, this course provides graduates with powerful tools for individual and group analysis that are effective immediately, and last a lifetime.

Outcomes

Graduates of this seminar will:

- **Receive a 20-25 page personalized assessment which delineates individual behavioral style and ramifications, including**
 - **Talents, communication preferences, and problem solving approaches**
 - **Stress behaviors and perceptions by others**
 - **Work environment needs and preferences**
 - **Degree of alignment with current position**
- Develop an understanding of primary behavioral factors, and how they blend to create individual behavioral styles
- Be able to articulate the strengths and weaknesses of various behavioral styles
- Experience enhanced communication with others by learning to make conscious behavioral adaptations
- More effectively lead, influence, or support work teams by understanding the behavioral profile of both the individuals and the team
- Be better able to verbalize, appreciate, and benefit from the talents that others bring to the table, even those who at first glance appear “difficult”
- Resolve conflict effectively through use of appropriate interactive approaches
- Communicate behavioral information in descriptive, neutral language, to facilitate the solution of interactive problems without the addition of highly charged or reactive content
- Make a specific action plan for implementation after the seminar has ended

Audience and Prerequisites

Appropriate for anyone at any level who works with others on a regular basis. Particularly powerful for group leads, project leads, and management of all levels, and for whole teams when taken together. Participants complete an online assessment lasting 10

minutes in advance of the seminar. No other pre-work or prior training or experience is required.

Sales people and others for whom influencing others is paramount report extremely positive results from this session, especially when taken in conjunction with *Quantifying Motivation* (below).

Quantifying Motivation

Understanding what drives us (4 hours)

Description

Frequently mentioned but infrequently understood, Motivation is a critical part our daily lives; our ability to understand it directly impacts our influencing skills and our ability to lead or manage others. Theories of motivation run the gamut, from “the importance of motivating other people” to “the impossibility of motivating other people.” Still, many of us struggle to understand some of what motivates ourselves; it is no wonder that we have a hard time understanding the motivation of others.

It need not be so nebulous or abstract. Using statistically validated tools and frameworks, participants in *Quantifying Motivation* learn to observe, characterize, describe, and respond to the various motivations of themselves and others. First developing an understanding of their own Motivational Profile, participants go on to study how their individual profile influences their perceptions of others whose profiles differ. Seemingly incomprehensible decisions made by others suddenly take on context and make sense. Job satisfaction, career change decisions, and choices of extracurricular activity suddenly fall into place, as participants paint a clear picture of their own motivational needs, and the needs of those around them.

Outcomes

Graduates of this seminar will:

- **Receive a 20-25 page personalized assessment which delineates individual Motivational Factors and ramifications, including**
 - **Preferred roles and activities when working with teams or groups**
 - **Talents and strengths due to Motivational Factors**
 - **Potential risks or “overextensions” when under stress**
 - **Elements of Motivation which create (or prevent) job satisfaction**
- Develop an understanding of the basic framework of Motivational Factors
- Be able to articulate which factors drive which types of action
- Learn to read and study the aggregate Motivational Profile of the team or work group, and understand the implications of similarities and differences between individuals and their teams
- Appreciate the contributions made by each of the factors, and how those contributions act in support of the output of their team or work group
- Increase the commitment level of others to their initiatives or projects by creating opportunities which are in alignment with the others’ primary Motivational Factors and thereby provide inherent incentive
- Be better able to verbalize, appreciate, and benefit from the insights that others bring to the table, even those who seem difficult to understand
- Resolve conflict effectively through use of appropriate interactive approaches

- Communicate motivational information in descriptive, neutral language, to facilitate the solution of interactive problems without the addition of highly charged or reactive content
- Make a specific action plan for implementation after the seminar has ended

Audience and Prerequisites

Appropriate for anyone at any level who works with others on a regular basis. Particularly powerful for group leads, project leads, and management of all levels, and for whole teams when taken together. Participants complete an online assessment lasting 10 minutes in advance of the seminar. No other pre-work or prior training or experience is required.

Sales people and others for whom influencing others is paramount report extremely positive results from this session, especially when taken in conjunction with *Behavioral Fluency* (above).

Understanding Emotional Intelligence

Developing the skills for success (4-6 hours)

Description

Research confirms that Emotional Intelligence, or EQ, accounts for a much larger portion of our career success than our purely intellectual IQ. Analysts estimate the importance of EQ to career success (relative to IQ) as being between 80 and 99%, depending upon the complexity of the position. This should not come as a surprise; every day we see those with superior professional networks, influencing skills, managerial acumen, conceptual thinking abilities, and other “soft” skills achieving career success. Whether we like it or not, those are the skills that take our teams and our own careers the farthest.

Participants in *Understanding Emotional Intelligence* are given a full-scale diagnostic report of their own strongest areas, and their most important areas for development. But this information does not come in a vacuum – it is analyzed in the context of both their current role, and of the most likely advancement paths for their future. Graduates are therefore able to leave the seminar with a targeted plan which will enable them to grow in the most necessary ways for individual and company success in the future, while playing to their strengths in the near term to ensure that their performance and value in their current position is optimized.

Outcomes

Graduates of this seminar will:

- **Receive a 20-25 page personalized assessment which delineates individual strengths and development area from a full listing of over 80 components of Emotional Intelligence.**
- Develop an understanding of Axiology and how it is used to assess Emotional Intelligence
- Grow confidence in the results of their own assessment, both based upon the research-driven validity of the tool, and the “face validity” of the results they see in their own lives
- Analyze their own strengths and development areas in the context of their current position, to help shore up weak spots and play to their strengths in the near term
- Further analyze their strengths and development areas in the context of their career growth and development plans, to help them position themselves for maximum future success
- Understand and list possible avenues to leverage strengths while increasing skill level in development areas
- Communicate aspects of Emotional Intelligence in descriptive, neutral language, to facilitate the discussion of individual strengths and weaknesses without the addition of highly-charged reactive content
- Make a specific action plan for implementation after the seminar has ended

Audience and Prerequisites

Appropriate for professionals, content experts, project leads, and management at all levels. Particularly powerful when used as a developmental opportunity for whole groups together. Participants complete an online assessment lasting 20 minutes in advance of the seminar. No other pre-work or prior training or experience is required.

The Dress Rehearsal™

Survive and Thrive in a Complex, Matrixed Organization (9 hours)

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Description

Today's corporation must be more nimble, more effective, and more communicative. What this means to stockholders is more profitability. What it means to employees is a more competitive organization in which competition comes from within as well as without, communication is so rampant as to be confusing, and "what have you done for me lately?" feels like it's the new slogan for performance evaluation.

The Dress Rehearsal™: Survive and Thrive in a Complex, Matrixed Organization addresses the reality of this "new world" and what it takes to be successful there. Participants experience an intense, exciting, and deeply educational simulation of the environment, coupled with specific tools and approaches to increase both success and enjoyment of the new reality of work.

There's no other course like it in the world. Ideally taken with a whole team, it also works well as a personal development experience. Participants never forget the experience and what they learn.

Outcomes

Graduates of this seminar will:

- Experience a Representative (simulated) Matrixed culture's learning disabilities and stress.
- Confront uncertainty, complexity, and information overload in a matrixed organization.
- Experience the power of cooperative thinking and action.
- Understand the psychological and social issues of power, trust, and individual motivation.
- Deal with the technical and personal aspects of transition from a *representative* to a *matrixed* organization.

Audience and Prerequisites

Appropriate for managers at all levels, project managers, content experts, project leads, and those who must influence within a matrixed organization. Particularly powerful when used as a developmental opportunity for whole groups together. No pre-work or prior training or experience is required. Minimum enrollment restrictions apply.

Train the Trainer Sessions

Bringing knowledge and expertise in-house

Description

As the old adage goes, to truly understand something, you must first be able to teach it. Group Harmonics offers trainer and/or expert certification for the majority of our seminars. Certified instructors are able to arrange and deliver classes within their organizations independently and on their own schedules. They are further able to link Group Harmonics content with other internal content for better integration and participant retention.

Roles and Details

Typical roles of the Group Harmonics certified instructor include:

- Serving as content expert within their own companies
- Keeping abreast of new developments and information to ensure their skills are up to date
- Conducting coaching sessions with individuals or small groups as needed
- Creating and interpreting group summary plots for internal groups
- Maintaining active certification
- Bringing expertise to their employers and teams

Other types of licensing arrangements are also possible, depending upon client need. Please contact Group Harmonics, Inc. at (866) 221-4558 or info@groupharmonics.com for more information.

COSTS

Representative Costs and Discounts

Exact costs are not published in this manual due to the volume of possible seminar and assessment combinations, and the variety of discounts available for bundling seminars, high attendance, corporate licensing, non-profit status, and the like. Representative list costs are given below, however, to give the reader a sense of budget for the various offerings.

Substantial discounts may be available based upon volume and/or industry sector (e.g. non-profit or government). Please contact us for more information.

In-House and Corporate Training

In which a Group Harmonics representative visits customer site

Seminar fee, 4 hour	\$1000
Seminar fee, 8 hour	\$2000
Assessments, per person <i>Depending upon product mix</i>	\$60-\$300
Materials, per person	\$20-\$70

Open Enrollment Sessions

In which participants enroll directly

Per person <i>Depending upon product mix</i>	\$99-\$995
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Trainer Certification

For expert certification and/or license to use materials internally, please contact us for pricing information.

***Actual costs vary. Please contact Group Harmonics
by phone at (866) 221-4558 or by e-mail at
info@groupharmonics.com for specific pricing,
customization, and other options***

