

COMPASS

Charting Your Course To Success.

A PROFESSIONAL DEVELOPMENT PROGRAM



Positive Impact

How to be the person successful companies fight to keep!

Most companies today, whether large or small, struggle with the common dilemma of how to make their organization more productive. We believe it starts with knowledgeable employees. The Positive Impact training program instills high performance behaviors that create strong organizations, productive in the areas where it counts most.

Program participants will learn to:

- Communicate openly and directly.
- Work smarter, harder, faster and better.
- Demonstrate “value added.”
- Look for leadership opportunities.
- Embrace and initiate change.
- Have a positive impact on their company, customers and colleagues.
- Take charge of their personal lives.

As individuals within an organization master the behaviors taught in this program, the organization has the opportunity to reap the rewards of sustainable improvements in productivity.

Format

Positive Impact consists of seven modules (two to three hours in length) and can be delivered in a variety of ways, including half-day sessions, full-day sessions or once a week. This program was designed to develop behaviors that are beneficial at all levels of an organization and is recommended for all employees. A companywide implementation of this program can produce measurable results for any organization.



Attitude

How important is your attitude in determining your success and happiness at home and on the job? This module will outline how your attitude shapes your reality, and offers advice on how to keep yours positive and powerful.

- Discover how your attitude, behavior and job performance are related.
- Treat customers and coworkers respectfully and professionally.
- Prevent negative feelings from affecting your performance and actions at work.

Personal Accountability

This can be a touchy subject, but without it no office can work as a team or accomplish goals efficiently. You will learn how personal accountability is good (and essential) for everyone, from the mail room to the board room.

- Learn how your specific job is directly linked to the financial stability, success and growth of your organization.
- Document your results and cultivate advocates and allies.
- Let the appropriate people know of your accomplishments.

Balance

The key to a happy and successful life and career is maintaining a workable and SANE balance between the two. This module shows you why balance is important and how maintaining it can help you reach your goals.

- Discover how the quality of your personal life has a direct impact on the quality and success of your professional life.
- Have a stable personal life that allows you to direct your attention and energy toward your work, customers and teammates.

Change

If there's one thing you can say about change, it's that it's everywhere these days! You will learn why it's counterproductive to fear (and resist) change, and how learning to accept and even embrace it can lead to fabulous rewards.

- Accept and adapt to organizational and life changes with professionalism, determination and optimism.
- Accept your role in initiating change when appropriate.
- See yourself and use yourself as a change agent for your team.

Productivity

Going to work isn't the same as being productive. This module emphasizes the difference between just filling a chair and contributing to the company's overall health and grow. Productivity is critical to anyone who aspires to become more than just another employee.

- Assess how you currently use your time.
- Focus on working diligently despite anything else that is going on in your life.
- Reinforce the concept that using time wisely and maintaining balance between work and home/leisure will make you a healthier and more consistently productive employee.

Communication

If you're not a clear and concise communicator, everything is going to be more difficult for you, at home and at work. This module describes the role of clear communication, and how becoming an open and clear communicator can make life so much more enjoyable for you!

- Use effective communication techniques for the success of your organization.
- Be open, honest and assertive with customers, coworkers and management about their needs, feelings, preferences and ideas.

Leadership Opportunities

Management isn't for everyone, but for those who choose to be leaders, this module examines the characteristics and pre-requisites of true leadership. Topics include honesty, trustworthiness, dependability, optimism, vision and much more.

- Assume a leadership role in your organization, regardless of job title.
- Be a problem solver and take charge when necessary and appropriate.
- Have a proactive attitude that adds value to interactions with customers, coworkers and your employer.



PREPARED IN ASSOCIATION WITH THE CENTER FOR ORGANIZATIONAL DESIGN / 360 SOLUTIONS LLC



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