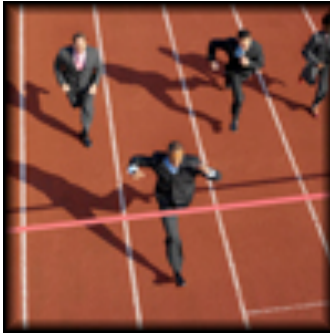


## **FORWARD MOTION: Business Basics**



### **Overview:**

Performance, productivity, and profitability all depend on effective communication. This workshop equips individuals with tools to develop three-way communications: 1) with self, 2) with another and 3) with a group. This experience brings about a transformation with life-long impact. It boosts performance and productivity and, in turn, drives profitability.

### ***Moving Forward...***

It's all about money. This statement is sometimes hard to swallow, but it may be uncomfortably true when it comes to your business. The security of your future and the futures of your employees is tightly linked to the financial success of your company. This workshop helps you build an organization that will make money both now and in the future.

How? We understand that the financial success of your business is linked to numerous, multi-faceted factors and components. Research and experience has shown that the common link that ties all of these elements together is communication.

Ineffective communication is frequently the root cause that keeps a department, division, or entire business from moving forward. If the root cause is something else, communication is the primary critical element to effectively implementing corrective action.

What's the bottom line? Your business will enjoy improved performance, productivity, and profitability when employees are equipped with tools for effective communication.

Our workshop trains individuals to identify how their personal communication style filters what they hear. We equip your employees with the skills to identify the most effective means to successful communication in one-to-one as well as group settings. Participants practice these skills and leave with the readiness to create forward motion in their daily work activities.

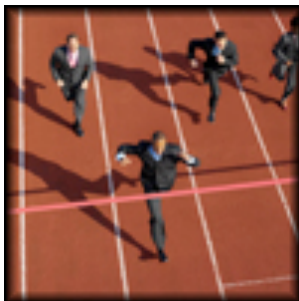
Employing improved interpersonal communication throughout your organization will inevitably lead to a healthier business.

### **Goals:**

- Improve personal and group performance and productivity
- Enhance organizational effectiveness
- Create the momentum that results in improved growth and profitability

## PROSPECTUS

### Business Basics



#### **Pre-workshop consultation:**

This workshop is preceded by a phone consultation so that your business representatives and the Forward Motion staff can discuss and identify specific organization-wide communication challenges, possible root-causes, and secondary challenges that may exist in pockets within the company. Forward Motion takes the results of this meeting and tailors the exercises and activities accordingly.

#### **Objectives**

Participants will:

- Complete a communications style delineator to identify and validate their personal style.
- Be able to list and define the four style types with specific characteristics for each.
- Identify the style of a person at a given point in time based on specific conversational elements.
- Verbally express an awareness of the ramifications of personal style in their communication process.
- Develop and practice the skills needed to mentally compose a three-point plan for better communications in written and verbal communications.
- Identify the strongest selection process for team interactions based on business needs.

#### **Syllabus**

- I. Introductions
  - a) Participants
  - b) Facilitators
  - c) Workshop Content
- II. Expectations
  - a) From Participants
  - b) From Forward Motion
- III. Style Delineator
  - a) Administer Delineator
  - b) Score Delineator
  - c) Graph Results
- IV. Infomercials
  - a) Intake Types
  - b) Storage and Export Types
  - c) Switch-hitters, Diamonds, Ramifications
- V. Activity: Styles in Action: Four Corners
  - a) BREAK
- VI. Validation Process by Style types
- VII. Infomercials
  - a) Communication Storage and Retrieval
  - b) Secondary Style Strengths
  - c) Thinkers and Feelers
  - d) Facts and Intuition
- VIII. Activity: Identifying Styles in Others
- IX. Activity: Common Assumptions
- X. Activity: Team Interactions
- XI. Review, Questions, Closure



#### **Contact Us:**

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