

Training Tips

Practical Ideas for Maximizing Your Investment In *Forget For Success*

Forget For Success is a powerful stand-alone development tool, and a high-impact accompaniment to your:

- Leadership development strategies
 - Change/improvement initiatives
 - Team-building activities
 - New-hire orientation
- and much more!*

The following exercises are designed to enhance participant learning when the handbook is used in a classroom or small group setting:

We Can Relate To That

Individually or in small table groups, ask participants to review the various topics presented in the handbook and pick the three they feel are most relevant to your organization. Then, discuss their selections using the following questions:

- How common are the beliefs you selected?
- Without naming names, what behaviors have you seen that led to your selections?
- How are you and others affected by these behaviors?
- To what degree might *you* be engaging in similar behaviors? Can you identify specific occurrences?
- What might we all do to minimize these behaviors and beliefs within our organization?

Beyond The Book

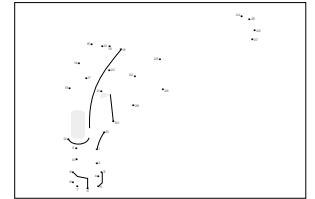
Lead participants in a five-minute brainstorming exercise to identify old sayings, slogans, beliefs, bits of “conventional wisdom,” etc., that don't appear in the handbook. Then, assign items from your master list to table groups or individual participants – instructing them to analyze their items by answering the following:

- What's the relevancy/applicability of the item(s) to our organization?
- How might it be negative or problematic?
- How might the item be modified or rephrased to make it more positive and productive?
- What are some behaviors we all can adopt that are in-sync with modified, more productive item(s)?

One Picture's Worth . . .

You can increase understanding and retention by linking key learning points to physical objects and images. To do this, ask participants to:

1. Complete the “connect the dots” puzzle on page 19 of the *Forget For Success* handbook;
2. Discuss the significance of the puzzle image;
3. Identify other visual images (objects) that are representative of things people should FORGET.



Have some fun with this one. Consider having table groups draw their images on flip charts and then present/explain them to the entire group.

Been There. Heard That.

Have participants review “10 Phrases to FORGET That Stifle Creativity and Initiative” on pages 10-11 of *Forget For Success*. Conduct a group discussion using the following questions:

- Which of the phrases have been said to you?
- How did you feel when you heard them?
- Have you ever said them yourself to someone else?
- How do you suppose others felt when they heard the phrases from you?
- What are the underlying concerns that each phrase represents?
- How legitimate/valid are those concerns?
- What are some alternatives to these phrases that would be less likely to have negative impacts?
- What are some techniques we might use to make sure we avoid using these “motivation killers”?

Once this exercise has been completed, you might consider an expanded discussion – focusing on other phrases and behaviors that can negatively impact people, productivity, and commitment.

Words . . . To REMEMBER

The words and phrases spoken (and thought) in your organization reflect the principles you embrace and the culture you have. Here's an exercise to help people realize the importance of what they say:

1. Have participants review "Important Words to FORGET" on page 41 of *Forget For Success*.
2. Discuss how the words presented can be/are problematic. What do the words imply or suggest?
3. Ask table groups to develop an alternative list of "Important Words to REMEMBER" – following the same format of page 41.
4. Collect, compare, and discuss the table group lists.
5. Ask the entire group to select the "best of the best" from the various lists (i.e., the best 10 words, the best 9 words, etc.).

When the exercise is completed, conduct a short brainstorming session to identify ways the new list can be used to raise awareness throughout your organization (e.g., publish in the company newsletter, make into posters and put on bulletin boards, etc.).

What Would It Look Like . . .

Here's a "visioning" exercise that can help people appreciate the importance and value of the material presented in *Forget For Success*:

1. Ask participants to review the "Highlights to REMEMBER" on pages 45-46.
2. Randomly assign various highlights to individual participants. Ask them to identify 2-3 specific behaviors that would demonstrate their assigned highlight.
3. Ask participants to share their highlights and behaviors with the entire group.
4. After each set of behaviors is presented, ask the entire group to answer the following questions:
 - What would it look and feel like if more people practiced those behaviors here?
 - What do you suppose would happen as a result?
 - Why should people care? What's in it for individuals to practice them?

The Power of Forgetting

Ask each participant to identify a belief or practice they've changed or abandoned that's made them a better employee, leader, parent, spouse, or person. Ask for volunteers to share their responses with the entire group. As they present, pose the following questions:

- Why did you hold the old belief and/or engage in the old behavior?
- Why did you change?
- What has resulted from the change?

Equate Shuns

Throughout the handbook, you'll find several counter-productive equations to FORGET. Examples:

recognition = reward
hearing = listening
efficiency = effectiveness

In table groups, ask participants to identify other problematic equations that could restrict individual and organizational success. What other equations need to be avoided/forgotten?

_____ = _____
_____ = _____
_____ = _____

Ask the table groups to present and explain their equations to the entire group.

"What Else Can We Do?"

Looking for other ways to use *Forget For Success*? Try asking the people it's written for! Distribute the books to a small focus group of employees and managers. Ask them to brainstorm ways the book can be used to help bring positive change to your organization.

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