

What our participants say...

"I learned some great tools to use in decision-making."

"Brings points home...relates them to the real world with great examples."

"Wonderful tools for actual use. I feel like I can put these into action immediately."

"Sound approach to our toughest job."

"Very much needed at our company."

"When properly applied, the strategies taught in this class will benefit this company on the bottom line!"

These two practical one-day sessions were created by the authors of *The Thin Book of Naming Elephants: How to Surface Undiscussables for Greater Organizational Success*. Organizational change and leadership consultants, Sue Annis Hammond and Andrea B. Mayfield have 40 years of organizational experience between them. They have coached leaders of many Fortune 500 firms on how to change the way they work to get the results they want. Both sessions are highly interactive, fast paced with lots of how-to's.

For more information contact us at either Thin Book Publishing Co at 888.316.9544, or HRD Solutions at 214.540.6541 or visit us on the web at www.thinbook.com or www.hrdsolutions.com. The workshops are also available for licensing by your internal facilitators.

Check out our new products for download at
www.nametheelephant.com



BUILDING *the collaborative* WORKPLACE: *One Conversation at a Time*

HOW can you:

- Eliminate useless meetings?
- Get everyone to speak up?
- Re-engage employees?
- Build Trust?
- Create room for innovation?
- Focus the competition outside rather than inside?
- Build a Collaborative Workplace?

*THE ANSWERS TO these challenges can be found
by improving the quality of the conversations
in your organization.*



Conversation is the Way We Work, Collaborate and Innovate

How do people in your organization talk to each other? How many people stay silent in meetings? How many people dominate the airtime at the expense of others? How many meetings do you attend per day that only recycle information?



When it comes to group conversations, we can help you accommodate **STRONG WILLS** and **SILENT MEMBERS** and everybody in between.

We take a hands-on approach to the challenges of workplace dialogue such as:

“We have meeting after meeting and no decisions are actually made.”

“I keep bringing up ideas and I am ignored.”

“Whatever.”

“I don’t dare disagree with someone, I’ll lose my job.”

“The decision has already been made, why tell anyone what else I know?”

“My boss doesn’t want to hear anything that doesn’t support his point of view.”

“There is always one person who ends up dominating the meeting; I don’t even bother speaking up.”

“If my idea isn’t accepted, I lose face.”

“They really don’t care what I think.”



Unfortunately, many people have learned to stay silent at the very time when the organization needs all the voices it can muster. You’ve seen it: mums the word if staff fret about offending a superior, or feel they’ll look ‘stupid’ or avoid competing with stronger-willed (or louder!) staff. Or worse yet, that they feel they’re wasting their breath.

Collaborative organizations have high trust, leaders that ‘do’, employees that believe they can ask for help, and accountability for results. How do you create such an organization?

We believe conversation is the way we work and how we talk to each other supports or blocks collaboration and trust. We also believe that group dynamics affect both conversation and collaboration. We offer two new workshops that address these important issues.

SESSION 1 How To Collaborate in the Workplace: ONE CONVERSATION AT A TIME

Who: Managers, Knowledge Workers

Format: Full-day or half-day

Content:

- Explore the elements of a collaborative workplace.
- How to have the courage to speak up.
- How to make the discussion of different opinions constructive and respectful.
- How teams can use each other to find the point of innovation.
- How to manage multiple alternatives and still move forward.
- Learn to make decisions that are based on the best knowledge of the group without forcing consensus.
- Examples of how to say it.

SESSION 2 The Leader’s Role in Creating a Collaborative Workplace: ONE CONVERSATION AT A TIME

Who: Managers, Directors, Executives

Format: Full Day

Content:

- Why and how taking the time to ‘decide how to decide’ will gain greater commitment to decisions so you don’t have to continually re-visit decisions you thought were made!
- What leadership behaviors support or block collaboration.
- How a leader’s intent doesn’t always match their impact.
- How to apply the concepts to your organization’s culture so meetings don’t become endless loops of recycled talk.