

T3

train the trainer
certification workshops

Train The Trainer Workshop



OVERVIEW

FranklinCovey's Train-the-Trainer programme has been designed to help experienced personal development trainers to facilitate change in their organisation and to develop a high-trust, high-performance culture rooted in enduring principles of effectiveness - by becoming accredited trainers and presenting FranklinCovey's material under licence in their organisation.

Becoming certified to teach FranklinCovey workshops within your organisation is an economical way to deliver top-quality training to your employees that ensures lasting skill building and positive change throughout your organisation. Facilitator certification prepares you to be a content expert and enables you to be flexible in teaching when and where you want training, to tailor the content to your business needs and culture, and to provide on-going support and coaching.

Certification Workshop participants benefit from FranklinCovey's Empowered Learning Model, which ensures that by the end of the course, participants not only understand the material but have also practised presenting it. In these intensive small group workshops, participants will receive the training, materials and the knowledge to develop a course of real impact and to tailor the course to their own direct needs. They also receive valuable feedback from peer facilitators and expert FranklinCovey consultants. Attendance at the specific content course is required prior to the certification workshop.

Details of the certification process follow.

CERTIFICATION PROCESS

The 7 Habits of Highly Effective People

Stage One - Assessment & Planning

The assessment process will take place in the form of an Assessment Centre, held over a day- long event.

Potential participants will be invited along to the day and go through a skills/competency based analysis in line with our requirements, of which the outputs will be discussed with key sponsors within the company and combined with any other relevant data held by the company.

A mutual decision will be made as to the final group of participants and a planning day organised to clarify process, intent, preparation and various logistics including license agreement.

Stage Two - Certification Process

A 3-4 day process of certification where participants will develop their knowledge of '7 Habits' and build capability in delivering the message and content across the organisation .

The content will also involve fundamental skills such as coaching and communications to support the delivery style and message.

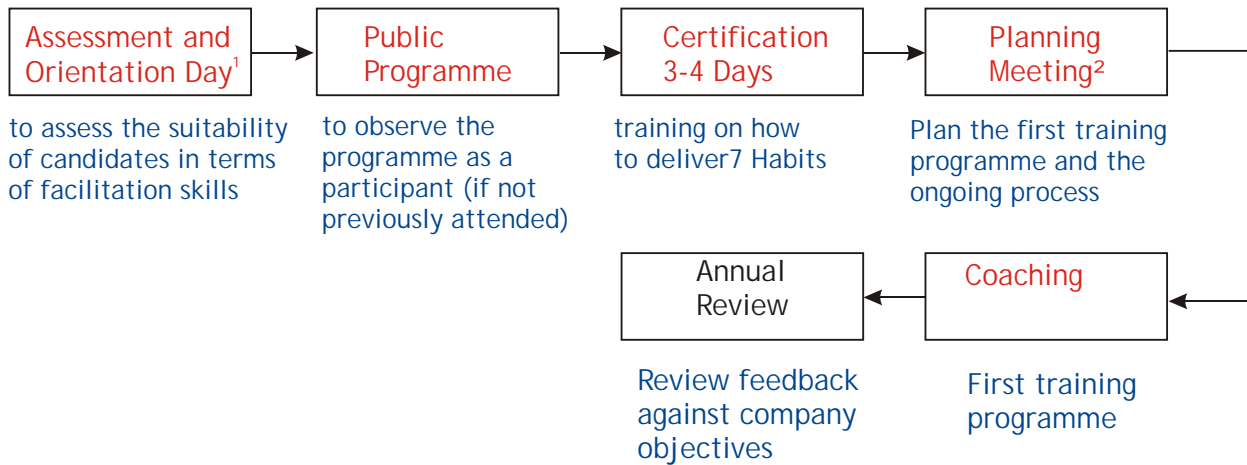
Stage Three - Follow-up, Review and Coaching

Each participant will be required to deliver the programme to a target group within a specified time-scale and will be supported by a Franklin Covey Coach. The coach will observe the delivery and more importantly the message and provide with relevant feedback and a core development plan for next delivery event.

A summary of all of the participant's progress will be discussed with the sponsor and an appropriate plan of action for review and involvement of the next stage.



Standard certification process



1 The Assessment and Orientation Day

This session is attended by:

Two people from the client organisation - the sponsor of the programme and the proposed client facilitator;

Two representatives from FranklinCovey - the Client Partner and the Train the Trainer facilitator.

The aim of the day is to confirm the programme's direction and objectives and to assess the suitability of candidates.

2 The Planning Meeting

The planning meeting is an important part of the process. Organised by your FranklinCovey Client Partner, it provides an opportunity to plan the process of implementing FranklinCovey programmes within the organisation, from the first training onwards. This can include how the courses will be tailored to the client's needs, how the programme roll-out will be structured, what techniques will be applied to reinforce learning (giving an empowered learning model), and how the initiative will be measured. This also provides a basis for the annual reviews once the programme is in place.

The Empowered Learning Model

Figure 1. The Traditional Approach

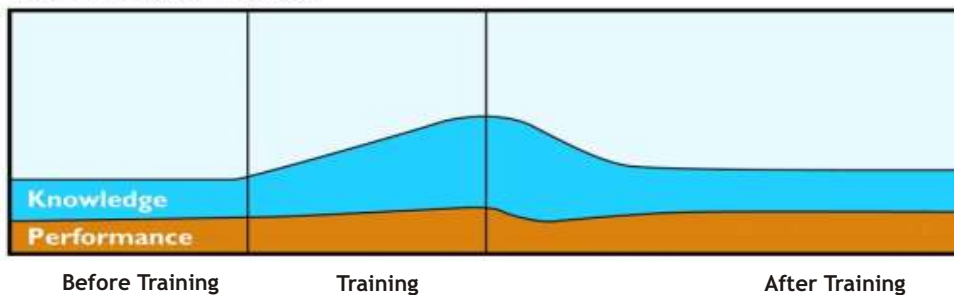
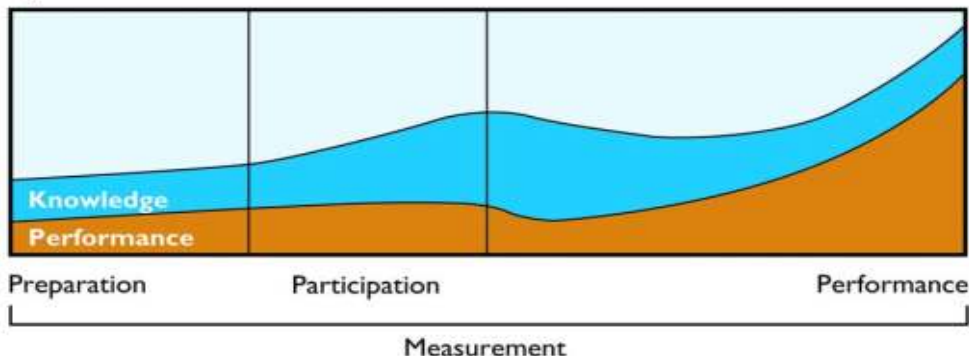


Figure 2 The Power of a Process



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FRANKLINCovey helps organisations succeed

by unleashing the power of their workforce to

FOCUS AND EXECUTE on their **HIGHEST PRIORITIES**

FranklinCovey's solutions include:

THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE®

THE 7 HABITS FOR MANAGERS™

THE 7 HABITS FOR ASSOCIATE™

THE 7 HABITS MAXIMISER™

LEADERSHIP™ - GREAT LEADERS, GREAT TEAMS, GREAT RESULTS

HELPING CLIENTS SUCCEED

THE 4 ROLES OF LEADERSHIP™

FOCUS: ACHIEVING YOUR HIGHEST PRIORITIES

4 DISCIPLINES OF EXECUTION - MANAGER CERTIFICATION

4 DISCIPLINES OF EXECUTION - FOR TEAMS

PRINCIPLE CENTERED LEADERSHIP WEEK

PROJECT MANAGEMENT™

TECHNICAL WRITING ADVANTAGE®

WRITING ADVANTAGE®

PRESENTATION ADVANTAGE®

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