

Helen J. Wythe & Associates

Consulting, Facilitating and Training Services

Suite # 211-3336 Portage Ave Winnipeg, Manitoba R3K 2H9
Phone (204) 992-2562 Fax (204) 272-3321
helenwythe@hjwythe.com www.hjwythe.com

Our Services > Services at a Glance > Our Training Approach

Training That Works For You

Helen J. Wythe & Associates offers a full range of seminars, workshops and courses for both large and small groups from 5 - 25. Whether you want to learn how to improve your meeting facilitation skills, prepare and present better training programs, involve your clients in a meaningful and participatory manner or help a Board of Directors become more effective, these highly participatory and interactive training sessions will move you closer to those goals.

You Name The Time And Place

Individual workshops and seminars can range from several hours to up to two weeks, depending upon your need. Sessions can take place in your preferred location.

You Set The Agenda That Works Best For You

As with all *Helen J. Wythe & Associates* training activities, each workshop and seminar is individually customized in consultation to meet your identified training objectives. *Helen J. Wythe & Associates* has highly experienced and qualified facilitators who ensure that all participants focus on those areas that are most relevant to their individual needs. This approach means that you learn what you need to know in the most effective way possible.

Budgets That Makes Sense

The general costs of each workshop or seminar is developed on a case-by-case basis. Fees can be arranged on either a project basis or through individual participant fees. Either way, you can be certain you are getting the most value for your training dollar.

Helen J. Wythe & Associates

Consulting, Facilitating and Training Services

Suite # 211-3336 Portage Ave Winnipeg, Manitoba R3K 2H9
Phone (204) 992-2562 Fax (204) 272-3321
helenwythe@hjwythe.com www.hjwythe.com

Putting Our Expertise To Work For You

Helen J. Wythe & Associates has extensive experience in designing and delivering a wide variety of workshops and seminars. *Helen J. Wythe & Associates* has partnership arrangements with a wide range of Learning Facilitators who are content experts and trainers in numerous areas and who have worked with business, human service organizations, governments and non-profits.

Curriculum Development

Helen J. Wythe & Associates has extensive experience in assisting clients with conducting needs assessments, creating training plans and designing content specific training programs on topics as varied as Breast Health to Information Security. This involves creating an Instructor Manual, a Participant Workbook and PowerPoint show as well as training the Learning Facilitators.

Methodology

Helen J. Wythe & Associates utilizes a variety of processes, techniques and approaches which are all focused on the end result of transferring learning back to the workplace. Our training is conducted using a multi-disciplinary methodology consisting of didactic, experiential and demonstration techniques, drawing upon the knowledge and experiences of the trainer and learners. The processes, techniques and approaches for training have been carefully developed and are continuously reviewed in the light of field experience.

To this end, all training courses include:

- Active training methods which pay special attention to the individual recipient of the training;
- Means of learning which draw on the experience of the participants as an integral part of the learning process;
- Special emphasis of the relationship between trainers and the learners;
- Applied or action research as part of the training process;
- Team working.

*Creating productive individuals, teams, workplaces,
organizations & communities*

Helen J. Wythe & Associates

Consulting, Facilitating and Training Services

Suite # 211-3336 Portage Ave Winnipeg, Manitoba R3K 2H9
Phone (204) 992-2562 Fax (204) 272-3321
helenwythe@hjwythe.com www.hjwythe.com

Key methodologies providing the foundation for learning in these training sessions are Technology of Participation (ToP)[™], Multiple Intelligences[™], Accelerated Learning, Adult Learning Principles, Appreciative Inquiry, Open Space Technology, PATH Planning Process, True Colours, De Bono's Six Thinking Hats and Café Conversations. Our Company will employ any variation of these methods to ensure that the desired outcomes are achieved. *HELEN J. WYTHE & Associates* approach respects and honours cultural practices.

The scope of these methods is very broad and requires the focus of the training action to be concentrated from pre session to post session involving such activities as:

- Creating the Learning Environment carried out at the start of the training program to build the learning group and develop the participant-knowledge relationship.
- Coaching and counselling carried out throughout the training with the aim of monitoring and supporting the individual throughout the entire training process.
- Individual Reflection or "down time" is necessary for the brain to assimilate the new learning and transfer it into long term memory.
- Peer Interchange based on study workshops and hands on activities conducted in sub groups by the course participants.
- Evaluation of the process and the results derived from the whole training process, taking place particularly in the intermediate and final stages through assessment and feedback.

Every effort is made to put together a training session which is an experiential two-way process, resulting in a more effective, lively and enjoyable event. Different training method techniques used are: Participatory Learning, Action Approaches, Brainstorming Sessions, Problem solving, Experimentation, Buzz Sessions, Dialogue Groups, Peer Interchange, Role Play, Demonstrations, Small Group Dialogue, Large Group Discussions, Journalling, Lecture Presentation, Games, Open Forum, Field Assignments, Personal Feedback, Personal Action Plans, and culture specific forms of creative expression.

A variety of training tools from Pre to Post Training such as Pre-Training Reading Booklet, Handouts, Charts, Powerpoint, Games, Manuals, Worksheets, Templates, Icebreakers, Taped Personal Segments, Energizers, Matrix, Wall Charts, Newsletters, Trainers Tips based, Graphs and Videos are utilized to support such processes.

*Creating productive individuals, teams, workplaces,
organizations & communities*

Helen J. Wythe & Associates

Consulting, Facilitating and Training Services

Suite # 211-3336 Portage Ave Winnipeg, Manitoba R3K 2H9
Phone (204) 992-2562 Fax (204) 272-3321
helenwythe@hjwythe.com www.hjwythe.com

The sessions will take place in a relaxed and positive atmosphere creating a climate of mutual respect and collaboration and will be participatory and highly experiential in nature. Participants will have the opportunity to learn and share their experiences with each other and before completing the training will be invited to create a Personal Action Plan to guide the transfer of learning into the workplace.

Any Questions?

Any topic can be tailored to address specific training objectives and is available on-site, scheduled for your participants' convenience. For additional information such as when and where this course may be offered publicly or how to arrange for in house training e-mail us at info@hjwythe.com or call us at 204-992-2562.

*** Schedule subject to change.***

Program dates, content, and fees are subject to change.

