

Helen J. Wythe & Associates

Consulting, Facilitating and Training Services

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Our Services > Services at a Glance > Our In House Training Approach

Our approach is to fully understand the training need, the learning objectives, the learner's needs, the organisational culture and then suggest the most effective training solution to meet this. The approach to designing a training that we have found to be most effective at *Helen J. Wythe & Associates* includes what might be called a flexible systematic model. We have developed a general course outline that is modified as we learn about the needs and concerns of our workshop participants, and the situations within which they work. This is accomplished via a pre-workshop needs analysis using a combination of methods such as: learner assessment survey, consultation with Managers, review of relevant organization documents, and focus groups which creates a dialogue between the instructors, the participants and the Managers.

Using the Needs Analysis data, a customized workshop is then developed. If appropriate, participants are invited to bring their own materials or actual workplace scenarios to work with throughout the workshop. Today, business has a lot of work to do. Why have your people learn with fake, academic classroom exercises when they could be learning with *real* work from your own organization? It is hard to justify taking productive people off of *real* organization work during work hours and ask them to perform exercises that have absolutely no relationship to either their real jobs or the organization they work for.

Methodology

A variety of methods will be used throughout this training to achieve the desired results. Key methodologies providing the foundation for achieving client outcomes are Technology of Participation (ToP)[™], Appreciative Inquiry, Open Space Technology, Multiple Intelligences[™], Accelerated Learning and Adult Learning Principles.

The training sessions will take place in a relaxed and positive atmosphere creating a climate of mutual respect and collaboration. Participants will have the opportunity to learn and share their experiences with each other. The workshops will be participatory and highly experiential in nature.

Processes

Our process focuses on facilitating personal reflection, small and large group activities enabling participants to engage in an interactive, hands on approach to building a working understanding of the concepts and tools being offered. Purposeful conversations, driven by insightful questions are a key element of effective transfer of learning in our current complex and dynamic environment.

*Creating productive individuals, teams, workplaces,
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Incorporate Your Organization's Real Work Into The Training!

At *Helen J. Wythe & Associates*, we believe the *most* effective learning occurs when people learn how to better perform their *real, on-the-job-work*. The "hands-on" exercises created during our training seminars are based on issues and challenges drawn from your people's *own work experiences* that they bring with them to the seminar. Your people then apply the techniques we give them in class to begin building *real* solutions to *real* company issues and challenges. What is even more important is that the participant (now seminar graduate) takes these solutions *back to the job with them* to use as patterns with their co-workers in addressing other pressing company issues. Thus, our approach makes job transfer --- the main goal of training --- complete.

Customize Training To Fit Your Organization's Specific Needs

Because seminar participants bring *real* work situations with them from your organization to all of our seminars, our training is automatically tailored to fit your specific needs. Thus, your company's philosophy, methodologies, management structures, leadership styles, development tools, systems and organizational culture are *all taken directly* into account and then incorporated into our training approach for your organization. And, because *we* come to *your* work or job location to conduct the training, your organization saves scarce resources, both in organizational travel expense as well as time away from the job for your people.

Encourage Management's "Hands On" Involvement

A common deficiency in training is that management is often left out --- not connected in any way to the training. We believe that training should follow top management's direction taking into consideration on the ground reality. Top management sets the overall vision for the organization -- its mission, objectives and strategies. We firmly believe that training should help enable your employees to fulfill that vision. We also believe that management should be given an opportunity to both see *and* participate in the final results of training. That is why we invite top managers to sit in on the specific aspects of the training seminars we provide.

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Training Delivery Style

Practical - we focus on providing learning and putting it into practice. Through this approach learners' confidence is increased in a risk free environment.

Hands-on activities - Research show individuals use what they have learnt more if they have put it into practice. All courses have a range of different hands-on activities.

Self-analysis and awareness - Helping individuals understand their current strengths and issues is key to enabling new learning to be effective. Through surveys, trainer assisted discussion groups, role plays and a range of other activities, learners own self-awareness is increased to facilitate the development of new skills.

Use a full range of resources appropriate to the learning need - these include formal management games, use of video, role play, case studies, self-analysis surveys and use of relevant technologies.

Small groups - All of our course group sizes are optimised to allow a high level of interaction amongst learners and with the trainer. Maximum class for in house training courses will vary between 12 - 25 participants per event.

Manuals to reinforce learning back in the workplace - Our expert training team is committed to always delivering the highest quality of training materials, to assist the training programme but also to ensure the learning is transferred and reinforced back in the workplace.

Maximise learning interaction with other learners - Through mixing group sessions in terms of delegate level, discipline and differing backgrounds this enables individuals to maximise learning from other co-participants

Challenge and stimulate within 'safe' environment - Through small groups we create a safe and risk free environment in which the trainer can challenge learners to enable them to confront skill gap areas and develop the confidence in these new areas.

Action Planning - develop plans to enable delegates to take what they have learnt and start to apply it back in the workplace.

Three Dimensions Essential to Learning

Helen J. Wythe & Associates recognizes that the learners' motivation to learn, the learners' awareness of the parameters of the learning process and the learners' commitment to be actively involved in the learning process.

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Learners' Motivation

Whether for professional reasons such as restructuring, promotion, opening of markets, the success of learning and your transfer of learning depends on your motivation to learn, as well as the tools chosen to ensure your success. Your motivation is echoed by that of our trainers whose goal is to help you reach your objectives.

Learners' Awareness of the Learning Process

Obviously, learning a new skill is all about improving knowledge and improving abilities. Every learner has a unique set of filters such as learning habits and style that they use to gather information and incorporate the new into action. Learning requires that we become aware of our filters and how we learn.

Learners' Commitment

Being involved in the learning process, you are conscious of and responsible for making the necessary effort and therefore for your own progress. Our trainers adapt to your learning habits and style, but it is your responsibility to respect the constraints of the training and to choose to participate or not in the different activities proposed to get the maximum benefit from your training.

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

Contact Us via mail or call us at 204-992-2562.