



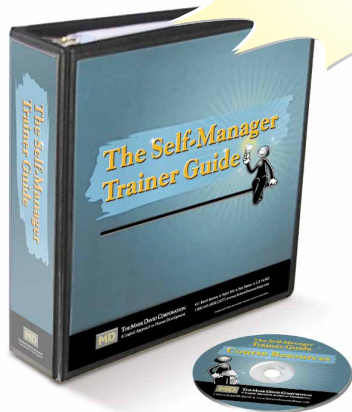
THE MARK DAVID CORPORATION
A Logical Approach to Human Development

Instant performance improvement!

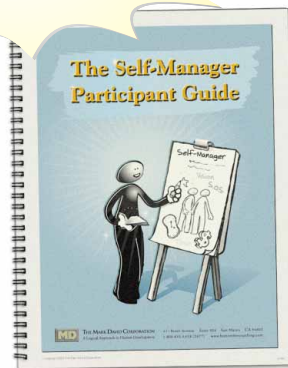
1-Day Self-Manager Workshop TRAINER GUIDE

Any manager, any trainer can effectively launch this course!

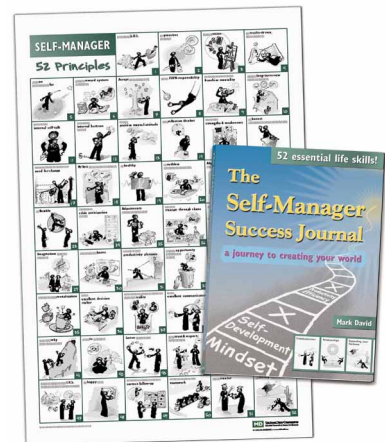
A Complete
Trainer Guide Package!



Trainer Guide
Step-by-step teaching guide that walks you through the course



Participant Guide
Participant materials packed with hands-on activities!



On-the-Job Training Tools
Reinforce the new skills learned with Mark David's premier tools for professional and personal success!

The 1-Day Self-Manager Workshop Trainer Guide walks you through the workshop with

- A quick-reading workshop **preparation** section to save time
- A **detailed agenda** with suggested timeline to stay on track
- Teaching **tips** and principles to engage participants
- **Step-by-step directions** for each workshop section to facilitate with confidence
- References to supporting **overhead presentation** to add to workshop excitement
- Suggested **training dialogue** to connect with participants
- Individual and group **activities** to involve participants

Using Mark David's easy-to-implement Trainer Guide, you will teach your employees the key principles of individual and team success. They'll learn how to think more proactively and increase productivity by modeling the traits of high-performers.

Show your employees how to

- Implement effective strategies for time-management!
- Manage stress!
- Make objective decisions!
- Preplan goals, strategies, and high-payoff activities!
- Anticipate and overcome obstacles!
- Build momentum through teamwork!

Trainer Guide package includes:

- Trainer Guide (142 pages)
- Overhead presentation (23 overheads)
- Participant Guide (\$29.99 value)
- The Self-Manager Success Journal (\$49.99 value)
- Self-Manager Principles Poster (\$14.99 value)

Investment: \$399 per package



A full-length overhead presentation is included in the Trainer Guide package. (23 overheads!)

THE SIMPLE STEPS TO S.O.S.

1 When you feel your emotions rising in a given situation, stop and take a breath.

2 Mentally send out an S.O.S. Separate the situation from your emotional behavior.

3 Choose the appropriate Self-Manager principle to proactively manage through the situation.

SELF-MANAGER PRINCIPLE

Overhead #15

Be An Excellent Communicator

Know **WHAT** you want to say

Be ready to **LISTEN!**

Be aware of **WHO** you are communicating to

Deliver a clear message Explain **WHY**

Understand **WHEN** is the right time to communicate

Get **FEEDBACK**

Overhead #22

Easy step-by-step directions walk you through facilitation of the workshop.

PERSONAL INTRODUCTIONS / COURSE OBJECTIVES ACTIVITY

Step-by-Step Directions:

- Transition:**
 - Now that we have looked at what the Self-Manager Program has to offer, let's talk about what your personal objectives are for this course. Let's discuss how this workshop and tool will help you personally.
- Refer to page 4 in the Participant Guide. *Personal Objectives*
- Instruct the participants to take a few minutes to write down their objectives for the course in their Participant Guides.

Target Responses:

- Be more successful
- Get organized
- Do more in less time
- Develop myself
- Manage my emotions
- Focus
- Reduce stress
- Build good relationships with others in business and personal life
- Improve my time management skills

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LEARNING TO MANAGE YOUR STRESS

S.O.S. Visualization Activity

Step-by-Step Directions

- Refer to page 9 in the Participant Guide. *S.O.S. Visualization Activity*
- ASK:**
 - How many times do your emotions go off during the day? Close your eyes and visualize your last intense or stressful situation.
- Give the group 10-12 seconds to think of a situation.
- SAY:**
 - Now open your eyes and write down a brief description of the situation in the space provided.
- Have participants write down their descriptions under Question #1.

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To learn more about this powerful tool, call 800.410.ANSR (2677).

Visit www.bottomlinecoaching.com for a complete course outline and learning objectives.