

PERFORMANCE IMPROVEMENT PROFILES

Time Mastery • Personal Learning Insights • Discover Diversity • Personal Listening
Coping & Stress • Dimensions Of Leadership • Biblical • Team Dimensions • Work Expectations

TIME MASTERY PROFILE

How To Manage Your Time More Effectively

Short deadlines, competing priorities, endless meetings, interruptions and ever higher quality expectations are you just some of today's time challenges. And yet the number of hours in the day remains the same. You can solve this dilemma by learning the practical, everyday skills revealed in this **Time Mastery Profile**.

Twelve ways you can accomplish more and enjoy work and life very day:

1. Develop your **"Can Do"** attitude
2. Clearly establish goals
3. Know what to do by prioritizing
4. Analyze your time use
5. Master Planning for effectiveness
6. Know when to do things by scheduling
7. Control interruptions
8. Improve meeting effectiveness
9. Master paperwork
10. Increase delegations strategies
11. Conquer procrastination
12. Develop time teamwork

PERSONAL LISTENING PROFILE

Understanding Personal Listening Approaches

- ▶ Discover your preferred listening approach.
- ▶ Understand the focus, motivation, and behavioral indicators of the five listening approaches.
- ▶ Appreciate the value of different listening approaches in various environments.
- ▶ Develop effective listening strategies and create a personal development plan to improve overall communications.

PERSONAL LEARNING INSIGHTS PROFILE

Understanding Personal Learning Approaches

- Identify your personal approach to learning.
- Recognize why you want to learn.
- Understand how you prefer information to be structured for effective learning.
- Discover how you prefer to be involved in the learning process.
- Develop your personal learning strategy and create an action plan to maximize learning.

COPING AND STRESS PROFILE

Understanding Personal And Relationship Stress

- Examine your current stress, coping resources, and satisfaction levels in four life areas.
- Increase awareness of effective stress management techniques.
- Create a plan for achieving your goals.
- Invest in yourself and incorporate positive change in your life.

DISCOVERING DIVERSITY PROFILE

Exploring Differences In The Workplace

- ▶ Recognize the reality of individual uniqueness.
- ▶ Identify your opinions and feelings about workforce diversity.
- ▶ Increase personal and workplace productivity.
- ▶ Expand your appreciation of differences.
- ▶ Identify potential areas of conflict, and gain insights to achieve positive resolution.



BIBLICAL PROFILE

- ▶ **The Biblical Profile** provides individuals with practical, personalized feedback on their preferred behavior approaches and offers insight into the behavior of others.
- ▶ *This one-of-a-kind instrument explores the personal profiles of positive Biblical characters and refers participants to relevant scripture passages.*
- ▶ Ideal for use in Christian religious education settings and Bible study classes, **The Biblical Profile System** increases self-awareness and enhances understanding and appreciation of the lives and stories of key personalities from the Bible.

TEAM DIMENSIONS PROFILE

Helping People Work More Effectively In Teams

- Successful team members don't do the same thing at the same time. *They do the right thing at the right time.* And while team members work together toward a common goal, individuals still must play their separate parts in the process.
- As organizations rely more on teams to innovate, problem solve, produce, and compete at the speed of change, understanding and capitalizing on individual approaches to group processes is the bottom line on creating high-performance teams.

WORK EXPECTATIONS PROFILE

Reducing Turnover And Increasing Productivity

▶ Have you ever wondered what makes a good company great? **It's the people.** Committed, productive employees are key to organizational success and a healthy bottom line. Therefore the challenge is to retain and develop satisfied, committed employees.

The solution is The Work Expectations Profile!

▶ This engaging, self-directed learning instrument helps your employees to understand and manage their work expectations. Research has shown that people who have clearly defined, well-communicated expectations have better attitudes and enjoy greater job satisfaction than people whose expectations go unspoken or unrealized. And companies that employ satisfied, successful people reap the rewards of increased productivity and reduced turnover.

▶ **The Work Expectations Profile Individual Report** makes it even easier for managers and employees to dialogue about their work expectations. The **Gap Analysis** provides participants with an at-a-glance look at how important each Work Expectation category is to them and to what degree each is being met.

▶ This helps them quickly pinpoint which Work Expectations categories need the most attention.

DIMENSIONS OF LEADERSHIP PROFILE

An Approach To Understanding And Developing Effective Leaders

- Discover how you want to lead.
- *Learn the type of leader you want to follow.*
- Determine the dimensions of leadership needed by your organization in order to meet its challenges.

**Facilitator Kits are available for the Performance Improvement Profiles.
Profiles are available on-line.**

The Facilitator's Kit includes everything you need to conduct either a full or half day session on these profiles. You'll get research and technical background, a fully-scripted seminar for the leader's guide, participant handouts, and a PowerPoint presentation, making it easy to deliver a comprehensive training experience right out of the box.