

# SUMMER

August 2017

Don't put away those flip flops just yet! There are still some sweet, savory bits of summer left to enjoy. So get out and grab them!

What you ARE running out of is the amount of time left this year to accomplish your organization's performance goals.

This month's newsletter is dedicated to help you regroup, reconnect and revel in this year's accomplishments!



## REGROUP

Circle the troops and make sure you've got the goods to finish out the year. Here are your main areas of focus:

1. **Instructional Design** - You don't always have to start from scratch. Reach out to your SMEs. Out of necessity they quite often put together some great stuff you can use as a starting point, with credit of course!

2. **Facilitation** - Both quantity and quality here. How many instructors are needed and at what competency level? What is their background in facilitation and adult learning? What type of training will they be doing? Classroom? OJT? Virtual? Again, use those SMEs, especially if you are a department of one!

3. **Coordination** - A good Training Coordinator is priceless! If you are fortunate enough to have one, remember to keep building his or her skills (see our CTC program below!). If you don't have one, divide and conquer these tasks among your team or PACE yourself if you are a department of one.

4. **Consulting** - Solid performance consulting skills are key for you and your team. They will help you decipher training needs vs. wants, spot trends of poor performance and help you more easily navigate throughout the organization.

When regrouping, please remember we're only a phone call away. The Training Clinic can provide ALL of the services mentioned above, along with a willing ear just to listen and some sage advice to offer! Click [HERE](#) to reach out to us!



## RECONNECT

Now's the time to step up your game in fortifying those key stakeholder relationships. Here are 3 tips to help you establish and move these relationships forward:

1. **Stay in touch with the business.** Network with managers every chance you get. Chat about what's going well and what needs improvement. Ask them what's recently been most challenging for their employees. Over time you'll see performance themes and issues surface!
2. **Involve managers any way you can.** Prep them to be guest speakers at your training sessions. Provide coaching for upcoming presentations they may have. And please offer to help them avoid using Powerpoint of DOOM!
3. **Create recognition programs for those managers and supervisors who are "doing it right"** in developing their folks. Remember, when it comes to recognition, it's not the "thing" you give them but the act itself! A bagel breakfast with the president or recognition, with pictures, in the company newsletter goes a long way.

*Continue to build your alliances one person at a time. The best way to get others interested in you is to show interest in them. It's simple, easy and the payoff is priceless!*

## REVEL IN YOUR ACCOMPLISHMENTS

We are ALWAYS amazed that we have to remind folks to PARTY and celebrate their successes. Go figure?

We're always so busy running off to the next thing, we forget to get FULL closure on our accomplishments by celebrating them!



As you are ticking off those victories the remainder of this year, remember to stop and honor your hard work with a celebration. And remember, it's not the amount of money that you spend, but the time together that counts!

## JUST IN TIME TRAINING FOR YOU!

Need a few more skills to get it done this year? No worries - we've got you covered!  
Check out our public workshop offerings starting this fall:

**Facilitate Training With Impact!**  
DC Metro, Dallas Fort Worth, So CA

**How to Design Effective Training Programs**  
DC Metro, So CA

**Certified Performance Consultant**  
DC Metro, Dallas Fort Worth

**Certified Training Coordinator (CTC) VILT**  
**Certified Performance Consultant (CPC) VILT**  
**Certified Instructional Systems Designer (CISD) VILT**  
**Certified Training Manager (CTM) VILT**

[Click HERE to check out our entire Public Workshops schedule](#)

*Please keep in touch on your journey!*  
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