



FUNctional Workplaces

Super Ninja's Corporate Training Program

Abstract

Helping individuals acquire the skills necessary to be active, engaged, and thriving members of their workplace through experiential team building athletic activities.

Curry, Joshua
josh@super-ninja.com

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FUNctional Workplaces

Course Overview

This course is designed to give your employees the tools necessary to succeed as individuals and as a part of your company. At the end of this course each individual will be able to recognize their physical and mental limits and barriers and understand how to use certain tools to help them reach beyond those limits and barriers to continue growing individually and as a part of your team. Through the strengthening of each individual employee and the communication between them, your company will grow to new heights and function at its highest capacity. Each employee will learn to communicate effectively with themselves as well as every other member of their team. They will be able to support other team members through effective communication and trust. Activities will be customized specifically for your company's needs and will be designed to address any and all concerns you have in your work environment.

Goals

Goal – To enrich team culture and improve workplace efficiency by giving individuals the knowledge, skills, and abilities they need to be active, engaged, and motivated team members.

Process Objective – Implement several training sessions with employees designed to improve workplace efficiency.

Outcome Objective – Slowly transition company management into the training sessions to the point they can take over and continue improving the company without external coaching.

Goal – Make the workplace relevant and exciting to employees by bringing life into their daily agendas.

Process Objective – Use existing resources to create experiential programs that make learning and growth more relevant to the company and employees.

Outcome Objective – Create a team culture where employees feel connected to their team and are excited to share their work life with their community.

Requirements

Throughout the training program there will be several self-evaluation questionnaires as well as several tools that employees will be able to test out to find exactly what works for them on the road to success. There will be no grades as this program relies heavily on self-reflection and constructive peer evaluations. Employees and the company should also be able to develop their own tools for self development. Each person learns differently and you and your company are the project you get to work on. As we begin to acquire new individual skills, there will be several company tools and tests created during the program to help stay on task and ensure employees are following the company mission and vision at work.

Evaluation

The goal of this training program is to give you something that you can take with you as you pursue your passion and purpose in life and within your company. At the end of this program you should have several tools at your disposal for performing at your personally highest level, continuously improving, and motivating and inspiring others to do great things with you. You will be your own evaluator; what you take away from each session and how well you do is up to you to determine. There will also be several questionnaires throughout the course that will help determine your growth and give you constructive feedback on your progress. These include Critical Incident Questionnaires, a life skills assessment, and a company mission assessment that will be filled out by you, your direct supervisor, and your program facilitator.

Materials

As far as supporting materials are concerned, everything is optional, and you will get out of the optional materials what you put into them. These are here to help you in your journey to self discovery and success.

- Deborah Tannen – You Just Don't Understand
- Meryl Runion – Power Phrases
- Super Ninja's Visualization tools
- Super Ninja's Self Efficacy tools
- Super Ninja's Conflict Management tools
- Super Ninja's Goal Setting tools

Program Purpose and Mission

“I believe that all education proceeds by the participation of the individual in the social consciousness of the race. This process begins unconsciously almost at birth, and is continually shaping the individual’s powers, saturating his consciousness, forming his habits, training his ideas, and arousing his feelings and emotions. Through this unconscious education the individual gradually comes to share in the intellectual and moral resources which humanity has succeeded in getting together. He becomes an inheritor of the funded capital of civilization. The most formal and technical education in the world cannot safely depart from this general process. It can only organize it or differentiate it in some particular direction.” John Dewey

From the moment we are born, we are surrounded by community. If we are to become healthy, engaged, and contributing members to our community and our workplace, we must learn what this means. School has become such that instead of learning to become a part of a community, we learn to focus on knowledge and ideas. As such, many people feel disillusioned by school and don’t see the connection between school and the real world. When this happens, many people choose not to finish school and look for new ways to be successful outside the school system. Fortunately, there are many skills, abilities, and attitudes that employers find necessary to be a successful employee, and surprisingly enough, these are all great skills, abilities, and attitudes to have as an engaged community member.

This feeling of disillusionment with school and desire to be successful outside of school plays a huge part in the difficulty of hiring quality employees. Many people who do not continue with their schooling, often do so because they don’t see the connection between learning and their job. When you take learning out of the job, it becomes very difficult to enjoy what you do, strive to be better, and more importantly you become less desirable to employers. On the other end of the spectrum, many employers focus on the bottom line: how much money are we making, and how do we make our product better? When we view our employees as cogs in a wheel, we lose a tremendous potential value in the quality of each individual person to provide a unique experience, natural and organic ideas, and an authenticity you just can’t find in automated processes.

One of the most important skills and abilities necessary to be a contributing member of a community or workplace is inclusion. Inclusion takes many forms from learning to be accepting of others to being proactive instead of reactive and saying “yes, and” in order to accomplish more as a team than you could as an individual. Super Ninja seeks to be inclusive and find ways to connect the workforce, the school system, and the community. In FUNctional Workplaces we will focus on using your company mission and vision to establish a culture of learning, growth, and quality to help make the most of your employee’s strengths.

Flow of Activities

1 Month Plan

- ✦ **Meeting with Decision Makers**
 - » There will be two or three meetings with members of the team who make final decisions where we will decide what the company goals and mission should be.
 - » We will determine the current situation of the company and perform an assessment of the most important issues within the company so we can align the goals of the program to their specific needs. This may be done with a GRABBS assessment.
- ✦ **Weekly sessions with employees and management:**
 - » 4 hours a day.
 - » 2 days a week.
 - » To include water and snacks.
- ✦ **Trust and Values**
 - » The goal for the first one or two sessions is to establish trust among the company and program facilitator.
 - » As a group, we will identify important values required to participate in program.
 - » We will introduce and explain each of the life and leadership skills with actual work examples to demonstrate their importance.
- ✦ **Life and Leadership Skills**
 - » Each follow up session will be designed to instill learning with “homework” in between asking employees to customize their own set of tools for success in a way that makes sense to them.

Daily Flow

- ✦ **Introductions and overviews** (~20-30mins)
 - » Activity to enhance group dynamics and remind participants of the importance of relationship building in life and the workplace.
 - » Overview of previous session.
 - » Activity introducing the life and leadership skill/attribute of the day.
- ✦ **Full Value Contract** (~30mins)
 - » Activity reminding participants of their desire and ability to get the full value out of this program.
 - » Activity building trust among participants and the program.
- ✦ **Challenge/Growth Zone** (~1-2hrs)
 - » Activities incorporating leadership skill/attribute while demonstrating that everyone learns at their own pace, and that learning can be fun and very valuable. Iterations increasing in difficulty.
- ✦ **Culminating Activity/Event** (~30mins)
 - » Final Activity that incorporates leadership skill, growth, and relationship building.
- ✦ **Homework** (~5-15mins)
 - » CIQ
 - » Prepare for next session either a handout or a fun tool for remembering the skill learned, and a way to put it into practice over the next couple days

Detailed Outline of Learning

Life Skills Session Details

Goal Setting & Reflection

The two most essential life skills this program will strive to teach is the ability to set SMART goals and know what it means to reflect and how to do it well. The better a participant is able to set the right goals, the easier it will become for them to achieve those goals and be more effective within their company. Reflection is the ability to make sense of each moment and the way in which it defines you. Reflection also helps us find a way to grow and be the change we wish to see in the world.

Throughout the program we will incorporate goal setting and reflection into each activity. Each time we will attempt to fine tune each individual's ability to set goals and reflect and give them tools to facilitate these processes. By the end of the program each participant should be confident in their ability to set goals and reflect on their lives.

The goal setting for this program will be done along the way by everyone as a way to align each employee's vision more closely with the company vision. Initially the decision makers will meet with me to discuss goals and priorities for employees to learn and grow and to develop the major talking points for each session. As we go through each session, employees will be able to set goals to help get each person within the company on the same page. By the end of the program, you will have developed the tools necessary to accomplish your goals and define new goals to continuously improve your company.

Topics

The following topics will be the general categories of focus for each session: Mission and Vision, Communication, Leadership, and Relationships. Each of these topics will have several customized activities requiring employees to set goals, compare them to the company goals, and figure out how to align them better. They will then work towards the goals in each area and learn tools that will help them accomplish these goals.

Tools

Each topic will incorporate several tools that will be used to make learning and reflection easier for each participant. It is the goal of this program for each participant to walk away with much more than just knowledge. Participants will be able to use the tools that have been specifically designed for this course, however, they will be asked to customize each tool for themselves so they feel comfortable and understand how to use it properly. There will also be several times when participants will be asked to create their own tools for success within each topic to take them one step further towards taking control of their reflection and learning.

These topics each involve several permeating themes that can be considered tools for improving performance in each of these areas of learning. These tools are Self Awareness, Learning to Learn, Work Ethic & Passion, Emotional Stability and Control, and Dealing with Conflict. As we begin to understand how to use each of these tools to the best of our ability, we will begin to see growth and change within ourselves that will greatly benefit the company as well as ourselves.

Milestones

Event #1 – Getting to Know Your Coworkers

Our first milestone will involve several challenge course initiatives of low and high stress to develop your ability to self-evaluate and understand your effect within the company. This event will occur fairly soon after initial meetings with decision makers.

Event #2 – Engaging Your Coworkers and Implementing Learning

The second milestone will be a fun and engaging event where employees will have the opportunity to implement their own tools into several activities simulating the real work environment at your company. Many activities during this milestone will involve employees directly engaging each other, taking initiative and learning to trust one another.

Event #3 – Celebrating The Company and Taking Learning with You

The final milestone of the course will be a community fun day with fun activities, food, and friends and family. This celebration will focus on the company and its effect on its immediate community. There will be plenty of time to reflect on past events and how employees will use what they learned as you take your learning into the future. This event will occur at the end of our sessions as a passing of the torch giving the company the reins to continue performing at top quality without the need for Super Ninja's help.

Assessments

Critical Incident Questionnaire

The Critical Incident Questionnaire (CIQ) is designed to measure the success of the activities as well as pinpoint areas of potential growth for participants.

Life Skills Assessment

Demonstrable skills showing growth in the following categories:

✦ **Mission & Vision**

- » **Self Awareness** – Are you able to define your mission and vision? Do you know what are the strengths and weaknesses of your mission and vision?
- » **Learning to Learn** – Are you able to identify others' missions and visions? Are you actively seeking improvement to your mission and vision?
- » **Work Ethic & Passion** – Are you constantly applying your mission and vision to everything you do?
- » **Emotional Stability and Control** – Are you in control of your mission and vision or are your feelings and emotions dictating your direction?
- » **Dealing with Conflict** – Do know how to apply your mission and vision to conflict? Can you handle things effectively when there is a conflict in your mission and vision?

✦ **Communication**

- » **Self Awareness** – Do you pay attention to how you talk to yourself or others? Can you recognize your communication style and other's communication styles? Are you aware of your own use of body language and the different ways others might interpret your communication?
- » **Learning to Learn** – Are you able to find new ways to communicate and can you assess their effectiveness? Are you actively seeking ways to improve your communication skills?
- » **Work Ethic & Passion** – Are you able and willing to put forth effort into the communication process so that others may understand you? Can you make up for others' lack of effort in the communication process?
- » **Emotional Stability and Control** – Are you able to communicate effectively when your feelings and emotions are affecting you? Do you have the ability to empathize with others?
- » **Dealing with Conflict** – Do you know how to deal with conflict in your communication efforts?

✦ **Relationships**

- » **Self Awareness** – Can and do you distinguish your relationship with coworkers, supervisors, friends, and family from one another and do you know what is appropriate behavior for each relationship?
- » **Learning to Learn** – Do you know how to improve your own self efficacy through an understanding of what it means to build and maintain quality relationships? Are you able to continuously improve your relationships?
- » **Work Ethic and Passion** – Are you able to enhance your relationships on a daily basis? Do you make the effort to improve your relationships daily? Do you take your relationships for granted?
- » **Emotional Stability and Control** – Are you able to maintain emotional stability and resiliency within your relationships? Do your feelings and emotions often control your relationships?
- » **Dealing with Conflict** – Are you proactive about dealing with conflict in your relationships? When relationships become difficult, are you able to grow and enhance your relationships?

✦ Leadership

- » **Self Awareness** – Do you know the different roles of a leader, your natural leadership style, and your ability to assume different leadership styles or roles as needed?
- » **Learning to Learn** – Are you able to recognize the different types of leadership and define for yourself what are important leadership qualities so you may learn to be a better leader through reflection?
- » **Work Ethic and Passion** – Do you understand what it means to work towards leadership and what sort of effort is needed? Do you actively seek to improve your leadership skills?
- » **Emotional Stability and Control** – Are you able to control your emotions and become more stable and consistent during situations when you need to be a leader?
- » **Dealing with Conflict** – Are you able to foresee conflict among groups you lead? Can you effectively handle conflict when it presents itself? How well do you mitigate conflict?

Company Mission Assessment

To be customized and created during the program for use now and in the future.