

Regional Education Service Agencies

Professional Learning Communities

Schools & School Districts

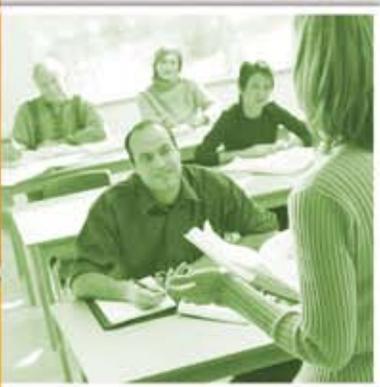
Career Tech Programs

All PreK-12 Educators

Parents

Businesses

Teachers & Leaders for Faith-Based Organizations,
Youth Organizations, & Museum Educations Programs



Training and Coaching for Professional Growth



CATALOG
— OF —
SERVICES



BUSINESS AND INDUSTRY



Great Expectations® provides workforce training customized to fit the critical needs of business and industry. All sessions are based on up-to-date information in workplace learning and performance issues, and are presented in a lively, interactive format. The practical examples and direct job applications help increase worker performance. The improved productivity, employee job satisfaction, and resultant customer/client satisfaction, directly raise profits.

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ON-SITE TRAINING SESSIONS

Great Expectations® can bring training to your location according to the schedule which suits your needs. This flexible plan is ideally suited for businesses, industries, service providers, or community offerings at career tech centers. You can get GE high quality professional training with the convenience of setting your own schedule and the advantage of savings on travel time and expense. Choose from the list of training topics and book studies or request a custom-designed class.

VIDEO-CONFERENCE TRAINING

Groups may also schedule live video conference training sessions. All such distance learning classes are provided using H.323 technology. Once again, groups may choose from the list of training topics or request a custom-designed class.



TRAINING TOPICS

The list provided here is a sampling of topics. All presentations may be tailored to meet the needs of the particular audience.

- Basics of Presenting
- Career-Developing Personal Strengths
- Clear Communication
- Competencies for Maximizing the Effectiveness of On-the-Job Training
- Creativity Tools
- Decision-Making Techniques
- Information Skills
- Leadership Skills
- Memory Improvement Techniques
- Nurturing Relationships
- Person to Person Effectiveness
- Problem Solving
- Project Planning and Management
- Stress Management
- Time Management
- Transforming Attitude in the Work Place
- The Use of the GROW Model for Generating Change
- Workplace Ethics
- Workplace Etiquette– a Necessity, not just a Nicety

■ TRAINING TOPICS

**BUSINESS
COMMUNITY**



Basics of Presenting

Presentation skills comprise a core competency needed in many circumstances on the job. This class will help you gain the benefits of using the most effective presenter techniques. The expert advice will include information on state changes, how to give instructions, building rapport with your “audience,” and open loops.

Career-Developing Personal Strengths

Assess your own personality traits and work styles. This knowledge can help you watch for personal tendencies that can become a hindrance on the job and give you insights to working more effectively with colleagues. This session can help polish your vocational capabilities.

Clear Communication

Have you ever had a breakdown in relationships with others? Can you recall misunderstandings with colleagues that led to hard feelings? Do others ever respond to your directives in a negative manner? This session guides you in the use of proper and positive speaking and listening so that communiqués are delivered and received free of harmful and costly misunderstandings.

Competencies for Maximizing the Effectiveness of On-the-Job Training

With the rapid changes in knowledge and skill requirements in today’s workplace, workers must continually upgrade their training in order to stay current. This class offers pointers to help you maximize the effectiveness of training by utilizing research-based, brain-friendly techniques such as memory skills and visualization.

Creativity Tools

Work with a range of tools to come up with creative and imaginative solutions to the challenges you face. Employ creativity to go about routine tasks with an eye for ways to make improvements, and open up the possibilities for innovation and self-fulfillment. Creativity can be developed; come see how “You can do it!”

Decision-Making Techniques

Learn to make timely and well-considered decisions. See how to use available information to map out likely consequences of decisions, work out the importance of individual factors, and choose the best course of action to take. The sum of your daily decisions defines your life. Decide to take this class.

Information Skills

To be a worker in the 21st Century, you must be able to acquire, evaluate, and use information effectively. This session will help you gain techniques for assimilating information quickly, making notes which are clear, and adopting review techniques to keep information fresh in your mind.

Leadership Skills

In a Business Week survey of 95 top companies in the nation, leadership was high on the list of desired traits for every employee. This class explores ways you can develop your personal capacity for leadership and learn how to bring out the best in others through whatever daily roles you fill.

■ TRAINING TOPICS



Memory Improvement Techniques

Gain a range of tools for remembering people's names, recalling information from on-the-job training, and locking detailed structured information in your memory.

Nurturing Relationships

Come to this training for an examination of powerful positive dealings with coworkers and ways to promote client-customer satisfaction through gracious and responsive personal interactions. This highly practical session guides you in eight ways to make deposits in the emotional bank accounts of those with whom you have dealings.

Person to Person Effectiveness

Use the tips in this session to help boost the effectiveness of your collaboration skills and gain the power and synergy which can be derived from cooperation, teamwork, and a sense of connectedness.

Problem Solving

Every field has challenges which accompany the process of doing business. This means that every occupation calls for problem solving. This piece of training will help you expand your thinking and reasoning skills by ratcheting up creativity and critical thinking.

Project Planning and Management

Handle projects big and small which call for the coordination of several different people, the completion of many tasks in a precise sequence, and the expenditure of time and money. This class will help you complete projects successfully and with minimum waste of your resources.

Stress Management

Workplace stress has a negative impact on businesses as well as on individual employees. An overload in job stress creates financial and safety concerns for employers and emotional and health dangers for workers. Because stress management is important to everyone, you need to recognize good and bad stress, to remain calm and productive even in high pressure situations, and to avoid the problems of long term stress. This session deals with all these aspects of stress management.

Time Management

Benjamin Franklin said, "Dost thou love life, then do not squander time for that's the stuff life is made of." This time management class focuses on how to beat work overload, control your time, and increase your effectiveness. You can pursue the goal of achieving more with the time you have.

Transforming Attitude in the Work Place

This enjoyable and important seminar will help you examine your attitude and provide ways to make your own perspective beneficial to your work and dealings with others. Time will also be spent on the essentials of self-esteem; this is vital because your self-esteem profoundly affects your personal well-being.

■ TRAINING TOPICS



The Use of the GROW Model for Generating Change

GROW (an acronym for Goal, Reality, Options, Will Do) provides an effectual process to use in any planning session. As a participant, you'll be able to practice using the GROW Model on a personal circumstance, and acquire an understanding of its application for meeting your workplace goals. This is a session for you if you want to fulfill more of your potential by thinking and working more effectively.

Workplace Ethics

Ethics are about making choices that comply with society's noblest standards. Ethics are about living by sterling character traits in your personal life and on the job. This topic is an important one and lends itself to a series of sessions on how to be a model of desired character traits: demonstrating integrity, respecting others, being reliable, providing full measure of labor for the work day, expressing appreciation....

Workplace Etiquette- a Necessity, not just a Nicety

Sales, customer satisfaction, and positive public relations can all be promoted by attention to protocols of courtesy. You'll enjoy exploring this topic and contributing your insights.

■ BOOK STUDIES

Great Expectations training modules are offered on several important books which can provide wise counsel for your roles at work and at home. Choose from the list below for invaluable discussions for your workforce.

Bringing Out the Best in People

by Aubrey Daniels

Emotional Intelligence and Working with Emotional Intelligence

by Daniel Goleman

Fish! A Remarkable Way to Boost Morale and Improve Results

by Stephen C. Lundin, Harry Paul, and John Christensen

Gung Ho! Turn On the People in Any Organization

by Ken Blanchard

7 Habits of Highly Effective People

by Stephen Covey

7 Habits of Highly Effective Teens

by Sean Covey

Life's Greatest Lessons: 20 Things That Matter

by Hal Urban

Who Moved My Cheese? An Amazing Way to Deal with Change in Your Work and in Your Life

by Spencer Johnson and Kenneth Blanchard



FAITH-BASED ORGANIZATIONS, YOUTH ORGANIZATIONS, EDUCATION PROGRAMS AND PARENTS

Great Expectations® teaching methodology speaks to the most effective mode of teaching. This means that the majority of the GE training opportunities are appropriate for teachers in all circumstances, including those of faith-based organizations, youth organizations, and programs such as museum education departments.

SUMMER INSTITUTE AND SCHEDULED EVENTS

Summer Institute has open enrollment for Basic Methodology and additional Elective Classes with direct application to the work of teachers of young people of all ages. Since parents are their children's most important teachers, GE is a valuable philosophy for parents, too.

Many of the GE sessions deal directly with the methods to teach and motivate rather than with a particular curricular content such as language arts, math, science or history. Electives in this category include these topics:

- Brain-Compatible Teaching
- Building Learning Environments
- Classroom Management
- Cooperative Learning
- Critical Thinking
- Energizers, Activities and Games
- Discipline
- Movement
- Procedures
- Questioning Techniques
- Strategies for Memory

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SUMMER INSTITUTE AND SCHEDULED EVENTS CONTINUE

COMMUNITY



Other GE electives of particular interest to teachers outside the school setting are those that deal with personal development and interpersonal relationships such as:

- Building Self-Esteem
- Creating a Climate of Mutual Respect
- Fostering Positive Attitudes
- Living by Life Principles

Throughout the year, Great Expectations® offers a variety of scheduled events to provide ongoing training opportunities. Events include Regional Meetings, Saturday Sessions, and special lectures by noted speakers and authors. Parents and organization teachers are invited to attend any of these special occasions.

The Great Expectations® website (www.greatexpectationsok.org) is the best source of information on the details of upcoming functions. It also provides guides for the registration needed for various training sessions.

ON-SITE SEMINARS

Great Expectations® options for On-Site Training can be tailored to mesh with the specific goals of education programs and teaching situations outside the setting of the formal classroom. Certain topics may also be of particular interest to parent-teacher organizations. These On-Site sessions allow for flexibility on calendar dates and provide the bonus of savings in travel time and expense. Sessions are available as half or full day programs or as a series of sessions.

TRAINING TOPICS

Many of the training topics suitable for faith-based organizations, youth organizations, education programs, and parent associations can be found along with their course description in the listing of topics in the education portion of this catalog. Other helpful topics include the following:

- Building Relationships
- Building Leadership
- Creating a Climate of Mutual Respect
- Developing Capable Young People
- Elements of Self-Esteem
- 8 Expectations for Living
- Holding High Expectations
- Life Principles
- Sessions for Pre-School and Head Start Programs
- Student Engagement
- Student Motivation
- ...and sessions tailored to meet the needs of the organization

For more information or to schedule a training, call 918.629.3298 or 918.688.5810



For more information or to schedule training
Call 580-695-2788

Check out our website at
www.greatexpectationsok.org



The mission of
Great Expectations®
is to motivate, inspire,
and challenge individuals
to achieve excellence
in learning and living.



Training and Coaching for Professional Growth