

Learning Programmes

Instructional Design and Facilitation of Training – We custom-design all programmes in a collaborative process with you. We do NOT sell pre-packaged programmes. Every need is unique so our learning programmes are also unique. We are committed to evidence-based initiatives, starting with conducting a thorough scope of work to measure the “current situation” in order to properly design the “desired situation” and be able to measure the effectiveness and achievements.

All of our solutions are based on the **seventy20ten™** model of adult learning, where 10% of the learning comes from the actual learning event itself, 20% comes from the sharing of experiences and wisdom in a real-time setting and 70% of the learning comes from the combination of reflective and active learning projects within the workplace and/or other environments. Our policy is never to sell training alone. Training must be combined with coaching and/or other ongoing learning opportunities to ensure greater effectiveness.



Our learning programme design process begins with a comprehensive Scope of Work interview, where we explore together your requirements and objectives, cultural considerations, individual and group dynamics, how the learning connects (or could connect) to your organisation’s vision, mission and values, and any/all information which could be used to co-create an exceptionally impactful learning programme which delivers measurable results very quickly.

Some of the areas we may explore with you include:

- **Strategic Objectives**
- **Corporate Culture**
- **Succession Planning and Management**
- **Performance Management**
- **Individual and Group Performance Metrics**
- **Learning and Development**

At Incredible Awareness, for all of our combined learning and coaching initiatives, more than 90% of participants are more productive and effective in utilising their new knowledge and skills.

askacoach.com

This service has been designed to provide low-cost quality life coaching to anyone, anywhere, via email and/or phone coaching. With rates starting as low as \$50.00 inc GST per session, www.askacoach.com is a great way for anyone to access their own personal coach at any time.

We are also pleased to be able to provide corporate email and phone coaching through this service as a low-cost ongoing support programme. This can occur after a learning programme to maximise the application of the material, and/or to support staff in their work/life balance or just about any other organisational or team need.

Scope of Work Self Assessment

The pages at the end of this document contain a Scope of Work self-assessment you may wish to complete to help raise awareness about your needs so that you can express them with confidence to us when we speak.

Or just contact us directly and we'll lead the conversation about it instead.

Contacts

To discuss any of these services, please contact Noel Posus, Director and Master Coach for Incredible Awareness.

Noel Posus

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Scope of Work Self Assessment

Consider the following questions to assist you in determining what you want to achieve, what else needs to be considered, and what you need to share with Incredible Awareness.

Strategic Objectives

- What strategic objective is the organisation trying to achieve by considering a learning and coaching solution?
- What is our current situation and how have they measured it?
- What activities have we already taken to address the situation?
- Are there any specific individual, team or group objectives for the learning programme and follow-up coaching?
- How many people are expected to be put through the programme?
- What other approaches besides learning/coaching have we considered or are considering?
- What is our budget?
- What time frames are we looking at?
- What risks have we identified if this solution doesn't address our needs?

Corporate Culture

- How do we describe our current organisational culture?
- Is this any different from our desired culture?
- How would we like our culture integrated into the learning/coaching programme and approach?
- How do we feel our personnel will respond to coaching? What data, such as employee opinion surveys, 360° feedback and other information support this opinion?
- Has a combined learning and coaching approach ever been tried before and with what results?
- How will we measure the result of the learning/coaching programme at an organisational level?

Resource Planning & Management

- How will the learning/coaching programme be introduced to the participants?
- Will there be any internal trainers and coaches involved?
- Do we foresee the learning/coaching intervention to be a combination of workshops, group coaching and individual coaching?
- How will the participants be supported in freeing up their schedules enough to commit to the learning event and the coaching?
- What interval of coaching sessions would best match the environment and schedule: weekly, fortnightly, monthly?

Performance Management

- Is the coaching intervention “coaching for performance” or “performance management”?
- Does the organisation intend on a coaching report being produced for each session? If so, what information is to be included, and what is to be kept private?
- Who will have access to the coaching reports and what will they be used for?
- Will only the records of coaching sessions being conducted, but not the content be required?
- Have the participants volunteered for coaching, or is this a required initiative?
- Will the coaching in any way be used as part of a performance review or appraisal?
- Will the coaching in any way be connected with a pay review?
- What other reporting requirements are there?

Individual and Group Performance Metrics

- If the coaching is related to performance metrics, which metrics will be looked at and how are those measured?
- Will training around understanding the metrics be expected as part of the coaching?
- Will the entire group be coached on the same metrics?
- What metrics will the coaching programme be measured by?
- Who will conduct the measurement?

Learning and Development

- Will the coaching be required to provide further training than what was covered in the learning event?
- If so, what topics are to be included, and what are the requirements around competency measurement?
- How will feedback about the coaching programme be collected, measured and reported on?
- How will feedback be shared with the coach and Incredible Awareness?
- What learning and development resources of the organisation will be made available to the coach?
- Do we require profiling assessments, such as NBI Whole Brain Thinking?
- Will the participants' career plan be addressed by the coaching?
- Who else in the organisation will follow through with the participant on the return on investment measurement as a result of this program? For example, what expectations will the participant's manager need addressed?
- Are there any language, cultural or other special needs which need to be addressed?
- Will the program also include training internal personnel to take over the coaching and how do they see this happening, and when?

Contacts

To discuss your answers to these questions, please contact Noel Posus, Director and Master Coach for Incredible Awareness.

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