

# TEAM: Trainer of Employee Accountability Missions

## *Life Skills & Character Development*

Thank you for taking the time to review Learning Life Company's description for their new program, TEAM. Trainer of Employee Accountability Missions. TEAM is designed to teach new employees important life skills, character development and teamwork to help them fulfill their commitment as an employee to your company, with the intent to reduce your employee turnover rate.

Learning Life (LLCo) is a 501 (c)3 charity and offers the Get.in.the.Game program, originally created for young adults, their parents, and organizations/schools that teach and advocate for young adults.

In May 2014 Learning Life Company's Director became an instructor with HARC – Helping At Risk Community in Coeur d'Alene, Idaho. She has been teaching a Life Skills and Anger Management classes to adults who have a criminal history; have recovered from substance abuse; and who are over the age of 18.

In June 2014 Learning Life Company was awarded a grant to work part-time from July 2014 to June 2015 to serve the Coeur d'Alene Tribe where they will teach life skills and service-learning to youth who have status offenses with the law. Throughout the grant's planning period LLCo received state training for implementing, evaluating and measuring a successful program.

These experiences have led to the creation of TEAM. We invite you to continue reading and consider inviting Wendy Snodgrass, Director of LLCo to facilitate TEAM classes at your organization. She will educate your new employees about relevant life skills; she will highlight essential character traits; and she will motivate them to *want to work* diligently toward your organization's mission and the pathways you offer for collaborative success. Consequently, your employee will work better as a team so they are all on the same page and understand the impact their role has on your organization. This will increase their work satisfaction while reducing your turnover rate.

Respectfully,

*Wendy W. Snodgrass*

Learning Life Company

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## Life Skills & Character Development

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- Students will keep a professional journal to track their current job performance and daily thought-processes.
- Each class will receive a personalized, monthly newsletter for one year after classes end.
- The trainer will follow-up with the students every quarter for one year after the end of the classes.
- Personality Style discussions are based on a book used by Marriott executive training called “People Styles at Work” by Robert Bolton and Dorothy Grover Bolton.

### COURSE ONE, PART A: **Piece of the Pie: What I do matters** -

#### *Understanding the whole of the company*

The domino effect among employees and departments

1. Includes internal (the company) and external (global) examples
2. Do exercises that pertain to “perception”
3. Play “I own the company” group game.
  - a) Students put themselves in the owner’s shoes to understand his or her position and how employees play a role in it
  - b) Includes watching a video, reading short stories and a handout about ETIQUETTE

### COURSE TWO, PART B: **Piece of the Pie: Knowing it v. Doing it** -

#### *Knowing the right answers ‘in theory’ verses making good decisions.*

1. Appearance Matters!
  - a) Does your appearance affect your performance or your co-worker’s reaction to you?
    - i. Hygiene & Basic self-care (proper sleep, hydration, etc.)
2. Character Development
  - a) Discuss common scenarios where incidents and pressures at work tempt otherwise good people to bend the rules or make unethical decisions.
    - i. Define ethics and character: Handout to take home and apply to all aspects of life.
    - ii. Manners
3. Time & Organization Management Games
  - a) Play games.
    - i. Possibly one found here: <http://blog.trainerswarehouse.com/time-management-activities/>
  - b) Discussion and homework assignment: the 80/20 rule.



### COURSE THREE:

#### **Our Perception is our Reality: Get on the Same Page as the Employer -** *Strategic thinking for the good of the company*

1. Perception of work
  - a) Assign activity that students do anonymously. It will ask specific questions about how they feel about their work tasks, environment and management. Such as: *What do you complain about at night? What would you do differently if you were the boss? If you were to quit today, what would be the most likely reason?*
  - b) Class discussion about answers. Trainer and classmates help one another find their own solutions.
  - c) Submit remaining concerns in one document to Employer for review. Employer or management will reply with explanations of why s/he can't, won't ...or will - do things differently.
  
2. Class will review the company's unique selling position and connect the dots so the student knows how his work influences the company's success.  
<http://garfinkleexecutivecoaching.com/articles/first-90-days-on-a-job/five-ways-to-reduce-employee-turnover-in-the-first-90-days>
  
3. Take Home Assignment: 20 questions – Have students submit every work-related question they have but are too embarrassed to ask.
  - a) Trainer will submit one document from the class and request the manager(s) to reply.

### COURSE FOUR:

#### 1. **Getting promoted: I can. I will. I am -**

*You must either modify your dreams or magnify your skills. – Jim Rohn*

1. Understand the promotion ladder available to student/employee.
2. Identify a goal, make a plan and communicate it with employer.
  - a) Class discussion and materials include:
    - *Be a leader – with ideas, self-direction and communication skills*
    - *Help colleagues succeed – more on character development*
    - *Self-educate*
    - *Strategic thinking (like the boss).*
    - *Working with Others – Knowing you and your colleague's' personality style*
3. *Plus resources for learning important life skills at home*

# OPTIONAL ACTIVITIES & EVENTS

## 2. CLASS FIVE: **Optional** – **EntreGivers Service Learning**

Class contributes to society by engaging in a service learning project, “EntreGivers” style. They’ll design their project while the employer/managers decide which charity it will serve. Scope and time is up to management. Includes 2, 2-hour classes for the planning period + LLC administrative time reviewing and editing business plans used to create community project = *\*Additional \$500*

## 3. CLASS SIX: **Optional** – **Sports game!** The class will decide on a team sport to play and will sign people up to play on a predetermined date, time and location. They will also recruit workers for the concession stand at the game.

No cost for up to 2 meetings with the planning committee if Learning Life Company [a 501 (c) 3 charity] receives all concession stand sales.

You the client company shall pay for team T-shirts which can be professional OR plain white shirts with materials for the teams to design and decorate them based on a theme that is important to the company, a mantra, or other creative way as long as there is a clear difference between the two teams.

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# LOGISTICS

## When & Where

- **OPTION ONE:**

One course = 2 classes per week

- 2 hour classes
- If classes are held ***outside*** of 9-5 work hours  
or

- **OPTION TWO:**

One course = 1 class per week

- 4 hour classes
- If class is held ***during*** 9-5 work hours

- 4 weeks total for main program, negotiable to up to 6 weeks
- Days and times are negotiable
- Location is at your facility or a facility you host. If renting a room from a third party merchant the cost will be added to the total.

**Cost:** Prices and structure are flexible to meet your needs!

**Offered here is the package described herein for \$3,500. This includes:**

- 8 classes, 2 hours each
- + 30 minutes after each class when trainer is available for one-on-one questions

Subtotal: \$2,000 +

- Administrative time dedicated to aligning class templates with your company
- Includes materials (paper, pens, folders, printing and supplies for games)
- Bi-monthly newsletters *personalized* to your student employees about work ethics, character development, successful mindsets and community resources for life skills. May include messages from your managers. For one year after training ends.
- Quarterly follow-up meetings (2 hours each) with students (as a group) for one year after training ends.

Subtotal: \$1,500

**Total= \$3,500 total** {This includes an \$860 discount off our cost of offering the program!}

\*EntreGivers Service Learning option is an additional \$500