

Fall Training Schedule
2006



WWW.SAYYESINSTITUTE.COM

Say Yes Institute

SYI Professional Training Programs Offered on North Shore!

The Say Yes Institute is pleased to be offering a range of professional/personal development training opportunities, on the North Shore, this fall!

SYI professional training covers a range of topics, with a focus on supervision skills, leadership, technology, public speaking and boundaries.

SYI has evolved as a result of ongoing work, with individuals seeking to expand professionally, as well as agencies seeking strategies and support to increase company morale, staff

development and overall productivity.

SYI has developed dynamic, interactive training programs, designed to support professional growth and development, ultimately enhancing professionalism, effectiveness and productivity in the workplace. Each training offers a balance of relevant content and concrete application skills to ensure that new learning can be easily implemented!

**For personal development workshops, visit www.sayyesinstitute.com*

What is the Say Yes Institute?

Carrie Stack, M.Ed., and Susan Staples, M.Ed. created the Say Yes Institute after years of training/working with people, from the classroom to the conference room, that expressed feeling as if life was happening "to" them. They did not feel in control of the direction they were heading, nor did they feel that they had the skills, the ability, or the right, to take that control.

SYI offers workshops, training and coaching dedicated to encouraging and supporting people to, "say yes," to taking ownership and control of the direction of their lives, both personally and professionally.

SYI provides innovative opportunities to look at your life/choices using a variety of tools, strategies and activities. Each training/workshop and coaching session incorporates our created Define, Clarify, Implement Model© as a lens for growth and movement. The DCI Model© was

designed as a concrete tool that can be applied to enhance any area of life! The Model is based on defining *what* you want, clarifying *why* you want it, and developing a concrete implementation plan on *how* you are going to get it!

Whether attending a group training on Building Management/Supervision Skills, or working 1:1 in a coaching relationship focused on personal development, SYI supports you to develop a powerful plan for you to own the success you desire (and deserve!) in your life.

We believe it is a privilege to be able to take our extensive training, supervision, program/team development, management consulting and counseling skills and create a space for individuals to, "say yes," to the possibility of living life fully and completely. It is inspiring to be present for new insights and learning, as we partner with people looking to grow, and achieve more, both professionally and personally.

Fall Training Schedule

All training will be held at the Enterprise Center, at Salem State College

- **Oct. 16th:** Define the Line! Getting Clear Around Boundaries
- **Oct. 23rd, (Nov. coaching), Dec. 4th:** Building Management/Supervision Skills Three-stage training series
- **Nov. 6th:** All Eyes on You...Now What?! Stress Free Public Speaking
- **Dec. 8th:** Wikis and Podcasts and Blogs...The Great Equalizer for Nonprofits!

"Life does not happen *to* us, it happens *from* us."

Mike Wickett

NEW DATE! December 8th: Wikis and Podcasts and Blogs, Oh My! Collaboration and Community Online... the Great Equalizer for Nonprofits! 8:30am-12pm



WHO: Nonprofit staff interested in exploring how efficient, simple, user-friendly, free technologies can increase, enhance and expand communication/collaboration with staff, clients/consumers, community, funders/donors... *and* increase the overall impact of services!

**Level of Expertise Needed: If you can send an email, you're in!*

WHAT: New, easy-to-use tools and technologies allow nonprofit organizations, of all sizes and shapes, to enjoy collaborative efficiencies and online community outreach (which was once limited to commercial corporations with deep pockets and dedicated IT departments!).

Training will include exploration of Wikis, Blogs, Forums, RSS Feeds, Chat, Audio & Video Podcasts, and other emerging Web 2.0 tools and technologies.

WHY:

- Did you ever wonder if grant writing could be done more effectively *and* efficiently, especially when working with a team? Or, have you thought that there *must* be a better way to share community programs/resources- and keep them up to date and accurate? **Wikis may be the best-kept and most under utilized tool out there!**
- How about building real relationships with funders/donors and the larger community, so they can fully understand *what* you're doing and *how* you're doing it? **Bloggng could be the answer!**

There are so many ways that new, simpler web tools can contribute to the work of nonprofit agencies, by providing the

opportunity to communicate in innovative ways, with funders, staff, clients and the community. You will be able to reduce the flood of email and circulating attachments, enable productive follow-up between meetings, and increase collaboration and clarity on agency/program projects.

This half-day workshop will empower participants with practical knowledge and implementation strategies to use these new tools in your organization.

TRAINER: David Galiel is founder/Executive Director of Public Interest Entertainment Corporation, the socially-responsible, nonprofit digital entertainment company. Galiel has more than a decade of involvement with the videogame/virtual reality industries, and two decades of experience in Net/Web strategy, trends analysis, and online community development. Galiel helped found and has led many innovative forums and associations, including the Boston Computer Society Virtual Reality Group, MIMC Artworks and The Digital Forum. Consulting clients have included Fujitsu, AT&T, Lightbridge and, more recently, public television, motion picture and online community initiatives. Galiel is a widely requested speaker about future trends in online community and the Net/Web.

WHEN/WHERE: December 8th, 8:30 am-12:00 pm, Enterprise Center at Salem State College, Training Rooms A/B

FEE: \$120.00

Early Registration: \$100.00 if registered by Nov. 28th



October 16th: Define the Line (Where is the line?!) Getting Clear Around Boundaries! 8:30am-12pm

What *are* healthy and appropriate boundaries? Where is the border or limit defining the line which shouldn't be crossed? How do we define and maintain healthy and appropriate boundaries, with clients and staff? Why is this such an ongoing, challenging issue for agencies/staff?!

WHO: This is a must-attend training for any employee/staff working with people, of all ages, in any role! (This includes working with other staff, clients, families, teens, youth, consumers, individuals, participants...)

WHAT: This training covers the importance of professional boundaries, how to become clear around what is appropriate/expected, and how to develop and maintain healthy boundaries— among staff and among clients.



This training is interactive and designed to help staff understand how to work effectively with clients, keep the attention and focus on the client, how to set personal/professional boundaries and how to set limits.

WHY: Healthy boundaries are an ongoing challenge/struggle for so many. Healthy boundaries are necessary for the workplace, for optimal productivity, for clients and for staff. This is a topic often loaded with assumptions about what is, or is not, a healthy and appropriate boundary line!

This training will explore boundaries through concrete activities which illustrate the importance of healthy boundaries, how to define boundaries, and how to develop implementation plans to support the development and maintenance of appropriate boundaries with staff and clients.

TRAINER: Carrie Stack, M.Ed., Susan Staples, M.Ed. Visit www.sayyesinstitute.com for bio information.

WHEN/WHERE: Oct. 16th, 8:30-12:00pm, Enterprise Center at Salem State College, Training Room B

FEE: \$120.00

Early Registration: \$100.00 if registered by Oct. 6th



Effective Leadership Training Series: Building Management/Supervision Skills

Three-Stage Training/Coaching Model

Oct. 23rd: 8:30am-12pm

November (1:1 coaching session)

Dec. 4th: 8:30am-12pm

WHO: Any employee/staff in a supervisory role

- New supervisors interested in building/developing exemplary supervisions skills
- Experienced supervisors interested in expanding/enhancing supervisory skills for maximum impact

WHAT: This three-stage training provides participants with the opportunity to use our created DCI Model© to Define, Clarify and Implement new learning around supervision. SYI developed the DCI Model© as a tool to support maximum professional/personal growth. Topics covered over the three-stage training include:

- What is a supervisor?
- What does it mean to effectively “supervise?”
- Why do some people appear to supervise easily (with amazing results!), and others seem to have endless struggles, conflict and chaos?
- How to be assertive, clear, focused, direct, concrete, confident and consistent
- How to build effective communication skills
- How to build a positive culture/climate/team
- How to offer constructive feedback
- Developing and maintaining norms/expectations
- Building team investment and commitment
- How to handle difficult/challenging situations

WHY: Supervising staff is often identified as one of the most challenging aspects of a job, and often the area that people feel they are the least prepared to do. The SYI developed the three-stage training/coaching model to ensure participants have an opportunity to take new skills/strategies and immediately apply those skills in a concrete way. This model addresses the disconnect that can happen at a training, between the acquisition of new skills, and the direct application of those skills to enhance job performance. Participants leave the first training with an action plan, to begin utilizing new supervision skills immediately. 1:1 coaching is provided the second month for participants to assess progress, identify struggles and further develop concrete action steps. The final training provides an opportunity for another session of relevant content, as well as develop additional implementation plans.

TRAINERS: Carrie Stack, M.Ed., Susan Staples, M.Ed. Visit www.sayyesinstitute.com for bio information.

WHEN/WHERE: Oct. 23rd/Dec. 4th, 8:30 am-12pm, Enterprise Center at Salem State College, Training Room B

FEE: \$350.00

Early Registration: \$325.00 if registered by Oct. 13th



Nov. 6th: All Eyes on You...Now What?! Learn strategies of stress free public speaking! 8:30am-12pm

WHO: Professionals in the non-profit and business world seeking to develop training/public speaking skills to enhance job performance! If you provide workshops, training/education, presentations, program promotion or do *any* public speaking for your job, this training is for you!

WHAT: An interactive and engaging training around skills/strategies of effective public speaking, as well as concrete workshop design/facilitation skills to ensure dynamic, engaging and effective training/presentations! Agendas, ice-breakers, interactive activities, processing skills/tools, and how to do an effective wrap-up...*it's all covered!*

WHY: For many, public speaking is one of the most challenging (feared!) aspects of a job...and it doesn't have to be! Being prepared, with interesting content, a relevant workshop design AND an engaging process, ensures a successful presentation! This workshop will provide concrete skills which will enhance all future presentations, training or public speaking.

TRAINER: Carrie Stack, M.Ed., Susan Staples, M.Ed. Visit www.sayyesinstitute.com for bio information.

WHEN/WHERE: Nov. 6th, 8:30-12:00 pm, Enterprise Center at Salem State College, Training Room B

FEE: \$120.00

Early Registration: \$100.00 if registered by Oct. 27th





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Registration Information and Training Location

Registration:

- Registration form enclosed inside. If more than one staff is attending, please fill out one form per person.
- Mail registration information, and check to:

Say Yes Institute,
PO Box 8014,
Lynn, MA 01904
- Registration fee for each training includes materials and refreshments.
- SYI Training Brochure and Registration Form also located at www.sayyesinstitute.com

Training Location:

SYI training will be held at the
Enterprise Center,
at Salem State College.
121 Loring Ave. Salem, MA 01970

Directions From Route 128

Exit 25 to Route 114 East for 3.9 miles to Salem State College North Campus. Bear right at lights (following 1A South) onto Loring Avenue. Central Campus and the Enterprise Center are 3 blocks on the left, directly across Loring Avenue from the Salem Diner/Loring Liquors.

www.sayyesinstitute.com