



Super**UTRAIN**[™]
Leader's Guide
for
WALK*the***TALK**

This complete **SuperUTRAIN Package** provides everything you need to conduct effective training sessions and activities based upon the **WALK the TALK** Gift Book by Eric Harvey and Steve Ventura.

Whether you're a seasoned training professional or a team leader with minimal teaching experience, this package will equip you to present the ideal learning experiences for your group.

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Introduction



This **Leader's Guide** provides a variety of training options to meet your specific needs. You may choose to create a complete half-day (3½ hour) training event. Perhaps a 60-minute session would be better for you. Or maybe you merely want to add a quick learning activity ("Meeting Agenda Item") to one or more of your upcoming work group meetings. Regardless of your preference, with this Leader's Guide, you'll soon be ready to go!

INCLUDED MATERIALS

Within this complete SuperUTRAIN package, you will find the following easy-to-use components to assist you in your training delivery:

- ✓ A complete **Leader's Guide** (this document) – to print and follow.
- ✓ **PowerPoint® Visuals** – to assemble, select, and use.
 - a set of standard Presentation Slides that correspond to the training activities in this Guide
 - a set of additional Resource Slides (from the book) to add and use at your discretion
- ✓ **Participant Materials** – to print and distribute as appropriate.
- ✓ A copy of the **WALK the TALK Gift Book**.
- ✓ The **WALK the TALK Movie**. (DVD provided in the back of the Gift Book)
- ✓ A **Program Announcement Mini-Poster** – to print and post throughout your facility. (with a blank text box in which to add your training session information)



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Training Message & Objectives



Training Message

“Words to live by” are just words ...
Unless you actually LIVE by them!

Acting according to our beliefs, values, and good intentions ... doing what’s right ... is one of the biggest challenges each of us faces every day. It’s true for just about every aspect of our lives – from family and faith, to sports and politics. And it’s especially true at work.

WALK the TALK is an inspiring call to action with a motivating and focused message. It helps team members understand that living according to our “guiding principles,” and those of the organizations for which we work, is the key to personal and professional success – one that requires conscious effort, persistence, some courage, a good-size helping of commitment, and a ton of self-discipline.

Training Objectives

The learning activities provided in this SuperUTRAIN package are designed to encourage everyone in your organization to reach new levels of values-driven behavior and performance by implementing the principles of **WALK the TALK**. The discussion questions and group exercises have been built around three primary training objectives:

1. **Review and discuss the key concepts presented in *WALK the TALK*.**
2. **Examine and discuss the importance of *behaving our beliefs at work ... and in our personal lives*.**
3. **Identify actions each of us can – and will – take to do an even better job of bringing our key values to life.**

Delivery Options Matrix



Review the Delivery Options Matrix (below) when planning your activity or session. Within the Matrix you will find different training delivery examples. Consider which activities will work for your specific needs. Customize your program by selecting the desired activities that fit within your time frame.

ACTIVITY	Meeting Agenda Item	60-Minute Session	Half-Day Session	Keynote Presentation
Welcome / Review Agenda & Training Objectives (5 min.)		✓	✓	Call: 1.888.822.9255
View & Discuss WALK the TALK Movie (13 min.)	✓	✓	✓	
Learning Exercise # 1 (15 min.)	Time permitting, you can also use any of these exercises as independent Meeting Agenda Items.	✓	✓	
Learning Exercise # 2 (25 min.)			✓	
Learning Exercise # 3 (25 min.)			✓	
BREAK (15 min.)			✓	
Learning Exercise # 4 (25 min.)			✓	
Learning Exercise # 5 (25 min.)			✓	
Learning Exercise # 6 (25 min.)			✓	
Learning Exercise # 7 (15 min.) Personal Action Plans			✓	
Review Key Learning Points / Close (12 min.)		✓	✓	
Complete Feedback Forms / Distribute Certificates (10 min.)			✓	

You'll find instructions for conducting each of the above activities later in this Guide.