

Methodology

employed in group trainings

The techniques called upon use a multiplicity of means such as Transactional analysis, cognitive behaviorism, non violent communication, needs as identified by Maslow, psychosynthesis and other holistic approaches. **A certain number of tools** are taken from methods used in rapid therapy, for example relaxation visualization, guided day dreaming, meditation, sensorial exercises (seeing, hearing,...), art therapies (drawing, music,...), role playing, discussion, theory. The practice of accumulating a variety of techniques and tools allows the management of resistance to change which is normal in the beginning, and allows participants to attain freely and at their own rhythm significant progress in their fields. **These interactive trainings** allow for **dense and concentrated work** that procures **durable effects**.

The pedagogical scenario : Listening skills and concentration

Motivation and adhesion of teams

Integration of change and attaining objectives

Management of stress, time and personality conflicts

Clear mindedness, harmony and efficiency

Duration. Short courses are generally given in either 14 hours over 2 consecutive days or 17 hours in 5 half-days. Longer courses of 42 hours can be given over 2 weeks to 6 months depending on themes, objectives and availabilities.

Number of participants is limited to a minimum of 6 and a maximum of 20 for courses in listening skills and 4 to 12 participants for other courses.

Location of training. It is recommended that the training take place in a neutral, natural and calm site away from the usual work site of the participants. A room can be made available by the client (price 1) or can be supplied by the training company with luncheon and two coffee breaks (price 2), excluding accommodations.

The trainers who intervene are all experienced professionals of training in their respective fields. Copies of their career resumes and letters of recommendation are supplied upon request.

Course support material is given out in the classroom. However, clients may consult at all times the contents of the detailed programme, course support material and any other pedagogical documents.

Evaluation of participants' results. Basic rules guarantee absolute confidentiality for participants, no provision is made for communicating to client any information concerning performances, results or levels attained by their participants, unless they decide on their own to give information to their employer. However, a personal evaluation of acquired knowledge with questions drafted by the client and accepted by the training company, may be proposed to participants optionally at the end of the course. Note: Participants progress is significant enough to be rapidly obvious to clients.

Evaluation of trainers. An evaluation form is proposed to participants at the end of the course in accordance with a model that client may modify with the training company's agreement.