

Training Types and Processes

Throughout your project, we employ *flipped training*, a best practice originating from education. *Flipped training* is an instructional strategy and a type of blended learning focused on engagement and active learning, giving the individual, group facilitator, mentor and organizational leaders a variety of ways to address mixed levels, difficulties, and differentiated learning preferences. Another way to describe *flipped training* is multiple and varied exposure to content, repeatedly over time. The following are included:

1. **PRE-PROJECT PREPARATORY ONLINE MODULES.** Review of these online modules are required by all staff as an introduction to primary concepts and activities in your culture transformation process. These modules are not interactive but rather instructional only.
2. **INDIVIDUAL INTERACTIVE ONLINE MODULES.** These are assigned after your kickoff session and throughout the duration of your project. They:
 - Are reviewed two at a time and each is between 15-30 minutes long
 - Every two have a workbook component with required assignments referenced in group sessions
 - Every two include a required post-training survey which is fed back to your next group facilitator
 - Often include industry statistics and best practices, written and video
 - Are designed to appeal to kinesthetic (hands-on), as well as auditory and visual learning styles
 - May have phone apps and other reference materials
 - Include concepts, ideas and new skills discussed at upcoming *group training* sessions, in monthly *mentoring* sessions, at *process development meetings* and within systems integrations

Recommendation: Teach, discuss or share what you're learning within 24 hours to solidify and retain it.

3. **GROUP TRAINING MODULES.** Group review sessions are employee-led on a rotational basis.
 - Each session is a review and practice of content in the two individual modules that proceed it
 - Group sessions are required and include a maximum of ten people
 - Group modules come with a leader guide for team members assigned to facilitate each session
 - Facilitators are prepared by a LifeWork Systems consultant who provides oversight and coaching
 - Workbooks from individual sessions are required at group sessions for sharing information
 - A LifeWork Systems consultant oversees all group sessions
 - Group review sessions are designed to **review**, make **relevant** and adopt concepts as **resources**
4. **MENTORING SESSIONS.** While *mentoring* is not technically *training*, it is another activity that reintroduces and encourages application of training content consistent with *flipped training*.
5. **SYSTEMS INTEGRATION.** While *systems integration* is not technically *training*, it is another activity that re-introduces and encourages application of content regularly as is consistent with *flipped training*. Throughout and after your culture transformation process, LifeWork Systems works with your leaders to develop strategies and teams for integrating culture tools, concepts and new practices into the operations of your organization, accessing all through your culture portal.