

PM BASICS™ TRAINER CERTIFICATION

Streamlined Performance
Management Training Facilitated by
Your Internal Trainers and Staff



PM BASICS™ TRAINER CERTIFICATION

For more than 20 years, ADI has offered its clients the opportunity to develop their own trainers and staff to deliver ADI's proven, science-based Performance Management (PM) technology. PM Basics Trainer Certification immerses instructors in a 4-day train-the-trainer workshop that provides the instructional methodology, materials, and practice to prepare them to facilitate PM Basics training inside their organization. PM Basics Trainer Certification is the answer for companies who have internal training resources and want to spread performance management skills quickly and broadly throughout their organization.

STEP 1: TRAIN-THE-TRAINER WORKSHOP

Instructor Certification for ADI's Performance Management (PM) Basics training is a 2-step process. Instructors first complete the 4-day train-the-trainer workshop. During this workshop, the instructors experience PM Basics training as participants and then practice facilitating portions of the training while getting feedback from the ADI facilitator and other participating instructors. This workshop includes an Instructor's Kit and 25 Participant Kits.

PM BASICS MATERIALS

INSTRUCTOR KIT

- Instructor Guide
- PM Basics Presentation
- *Bringing Out the Best in People* (book)
- *Performance Management: Changing Behavior that Drives Organizational Effectiveness* (book)
- PM Basics Flashcards
- PM Planner
- PM Basics Participant Notebook
- R+ Memo Booklet
- "Positive on Performance" Pad
- DVD – Business is Behavior
- eForms CD
- Certificate of Accreditation

PARTICIPANT KIT

- Participant Notebook
- *Bringing Out the Best in People* (book)*
- PM Basics Flashcards
- PM Planner
- DVD – Business is Behavior
- eForms CD

*Spanish-speaking participants can choose to have *Bringing Out the Best in People* in English or *Performance Management* in Spanish.

PM BASICS TRAINER CERTIFICATION

This certification workshop also addresses:

- Making learning relevant and reinforcing
- Customizing delivery options and examples
- Aligning PM Basics with your key initiatives and measures
- Getting the most from the training
- Ensuring accountability for follow-up

STEP 2: APPLICATIONS OF BEHAVIORAL LEADERSHIP (ABL) – Atlanta, GA.

This 4.5-day course is a requirement for final PM Basics Trainer Certification and is best attended after completing the PM Basics trainer-the-trainer workshop.

PM Basics is also available for our Spanish speaking clients. The Train-the-Trainer workshop is delivered in English, but includes a complete set of participant materials available in either English or Spanish—allowing all employees to benefit from the important concepts and techniques of performance management.

BLITZ Precision Learning Software

Certified PM Basics Instructors have the option to offer their classes access to ADI's Blitz Precision Learning® fluency-building modules, based on Dr. Aubrey Daniels' book *Bringing Out the Best in People*. BLITZ fluency training is essential for organizations without direct involvement from ADI or without a core group of ADI-trained PM champions to support the implementation, but is still a valuable addition for everyone else.

Access to the online modules is provided for one year or until the modules are completed, whichever occurs first. Certified PM Basics instructors have online access to Blitz reports that are provided to monitor participant progress and to help guide follow-up coaching strategies.

PM BASICS TRAINING OVERVIEW

PM Basics provides everything a corporate trainer needs to teach the important concepts and techniques of performance management. The PM Basics® training package contains many practice opportunities across a variety of learning modalities. This 1.5-day course is modularized so that it can be taught at a pace that works for your organization:

1. Introduction
2. The ABC Model
3. PIC/NIC Analysis¹
4. Consequences
5. Introduction to Pinpointing
6. Pinpointing Results
7. Pinpointing Behavior
8. Writing Pinpoints
9. Measurement & Graphing
10. Delivering Feedback Effectively
11. Delivering Reinforcers and Rewards Effectively
12. PM Mastery & Application

ADI

Regardless of your industry or expertise, one thing remains constant. People power your business. Since 1978 Aubrey Daniels International (ADI) has been dedicated to accelerating the business and safety performance of companies worldwide by using positive, practical approaches grounded in the science of behavior and engineered to ensure long-term sustainability. ADI provides clients with the tools and methodologies to help move people toward positive, results-driven accomplishments. Our clients accelerate strategy execution while fostering employee engagement and positive accountability at all levels of their organization.

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