



TALENT MANAGEMENT ACADEMY

Exercises for Professional Skill Workshops

Emotional Connectivity

C H A N G E B Y C H O I C E

Rolf Harzing
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Trainer as a Coach

A trainer imparts knowledge through lectures and exercises.

A coach lets his coachee find the solutions himself and encourages him to do so by asking questions.

The following exercises are intended to encourage the participants of a workshop / seminar to reflect by asking questions. Letting the participants make their own experiences, collecting what they already know is a central part of each exercise or training module.

You as trainers/coaches, guide the participants to the solution and add something at the end by a professional wording or model.

The TALENT MANAGEMENT ACADEMY wishes you a lot of fun with it.



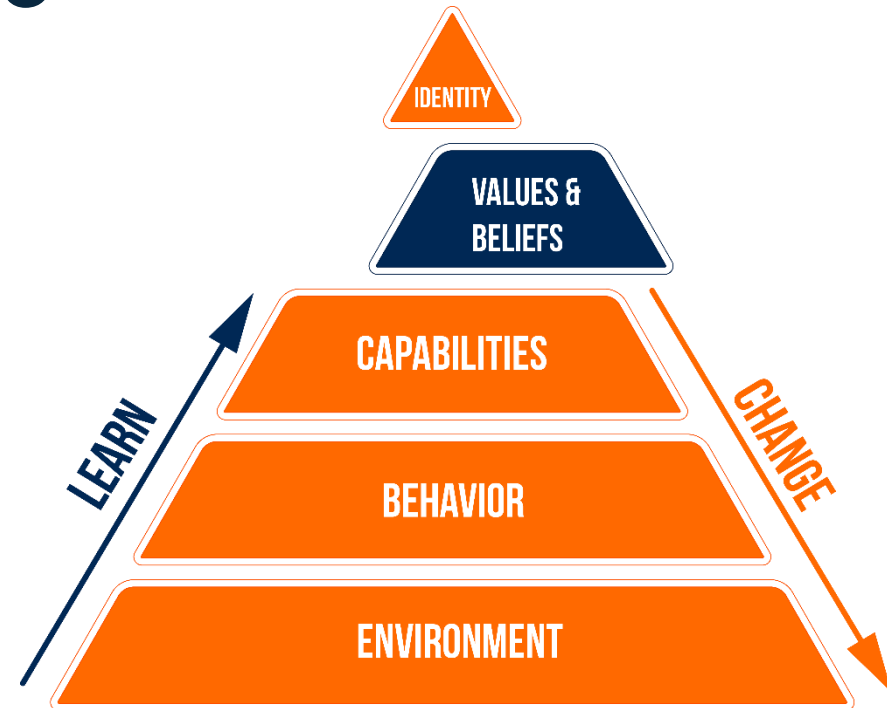
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Sustainable Change

The (neuro-) logical levels show us how we learn and how we change. Based on this model, a sustainable change happens, if people learn and adapt on the level of values and beliefs.

Conclusion:

Helping your people to develop a new process-driven belief system will change their behaviour in a sustainable way.



Neurological levels of change by Robert Dilts

Values and beliefs are the natural sources and roots of behaviour and therefore need the focus to work on



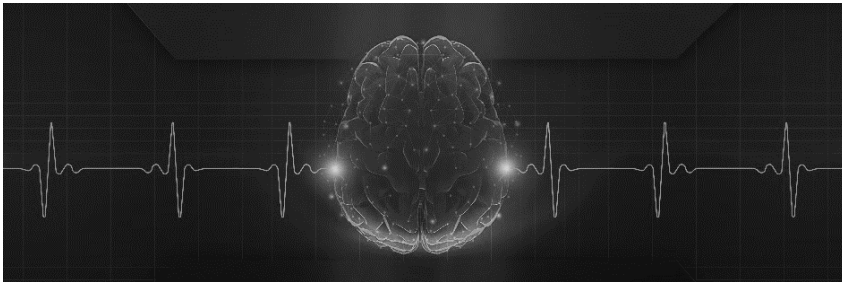
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Generell Questions

Depending on the moderation, each exercise here can lead to a different insight. What is important are the questions and how they are asked.

- What just happened?
- What was good and what would you do differently?
- How did it feel in the role you were in?
- If you apply what you just experienced to your job or your life, what would that mean?
- What will you do differently starting tomorrow?
- What exactly did you just experience?
- How might that have made you feel to the other person?
- Work it out on a flip chart in small groups and then refer to it for your professional input and models - See, that's what you said.



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Exercises

- Introduction Rounds
- Broomstick / Bamboo stick
- Elephant node
- Line up and sort
- Brick Exercise
- Body Language
- Big Post it Work / Wall of knowledge
- True or Lie
- 1 minute without talking in front of a group
- Listening Exercise - Draw Picture
- Motivation Exercise



Introduction Round

- Everybody is presenting her/himself
 - Name, work experience so far, role in the job, one hobby
- Everybody is presenting her/his neighbor
 - Everybody in class is asking her/his neighbor about the above things, Name,
 - Everybody is presenting his neighbor and start with my neighbors name is....
- Everybody is presenting her/himself like she/he would be the neighbor
 - Everybody in class is asking her/his neighbor about the above things, Name, address.....
 - Everybody start like, my name is and she/he is using the neighbors name



Broomstick / Bamboo stick

Scenario

- Bring the stick down to the floor. No one is allowed to lose contact or the exercise begins again.

Prerequisite(s)

- Telescoping/extendable stick (3 to 4 m or 9 to 12 feet in length)
- 2 or 3 permanent markers of various colors to record learnings.
- 1 flip chart (easel pad) with adhesive strips to record learnings.

Detailed Description

This exercise is intended for the entire class with the instructor acting as a referee.



Broomstick / Bamboo stick

Step 1. Divide into two equal lines of students facing each other close enough to shake hands comfortably with your counterpart in the other line.

Step 2. Raise your forearms so that they are perpendicular to the floor and point your index fingers from both hands toward the other line of students. You can space them as far apart as is comfortable.

Step 3. Position your fingers so that the fingers of all students form a straight line parallel and between the two lines of students.

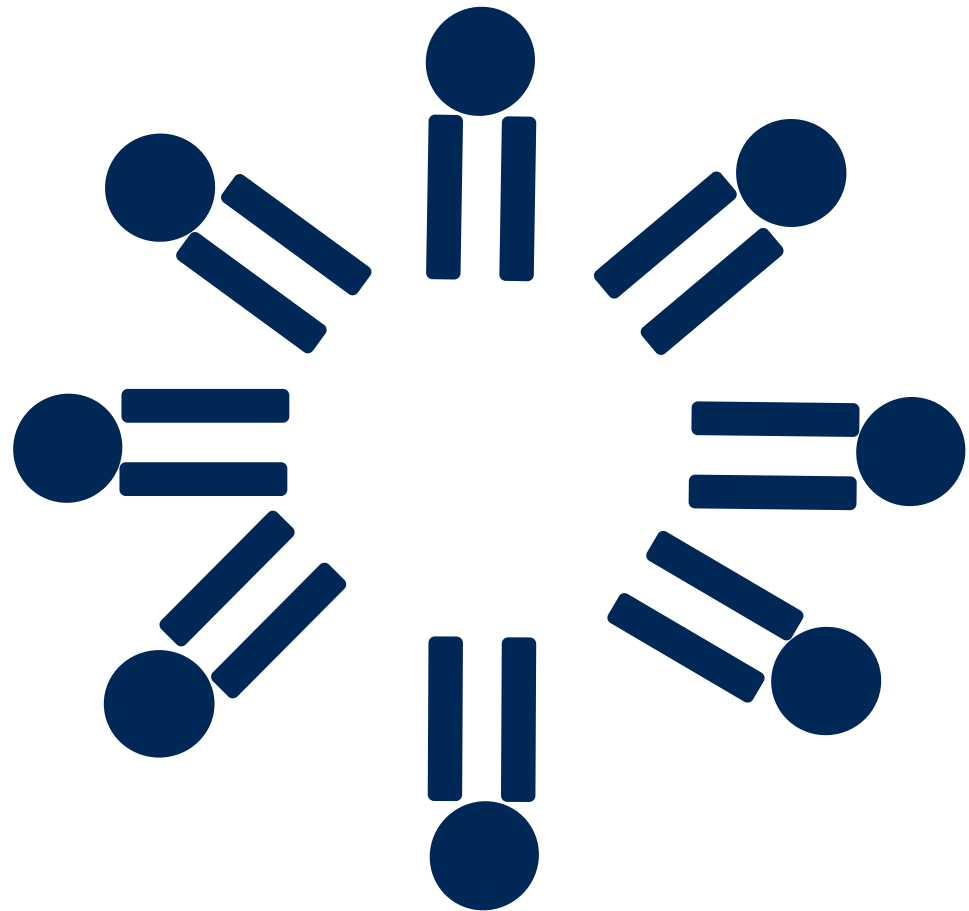
Step 4. The instructor places a long light-weight staff across all fingers from both lines parallel to both lines of students.



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Elephant knot

- Every Table group should search a free space in the room.
- The space should be large enough to stand in a circle and hold your arms in front of you.



Elephant knot

- Then each hand grasps one other hand.
- It must be another persons hand
- Reach across the circle
- Each of your hands should now have only one other hand.



Elephant knot

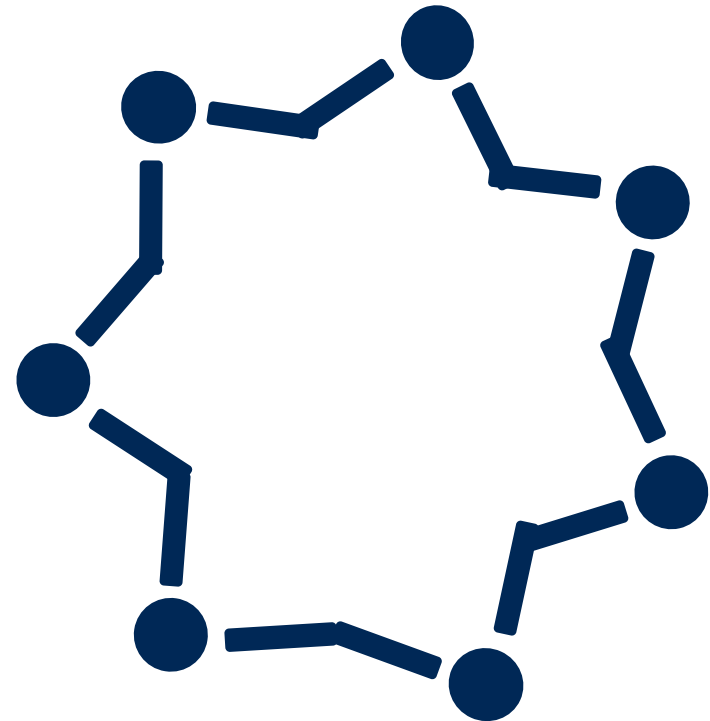
- As a result of this action you have different knots.
- Now try to unknot this knot without releasing the hands from each other.
- Communicate and help each other to find a way.
- It is possible to unknot every knot.



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Elephant knot

- At the end you are standing in one or two circles.



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Line up and sort

- All people are lined up facing the Instructor
- Now they should sort by birthday without say the date
- You can do that with names as well and sort by alphabet and not using letters
- Use city where you live and sort by letter without naming the city

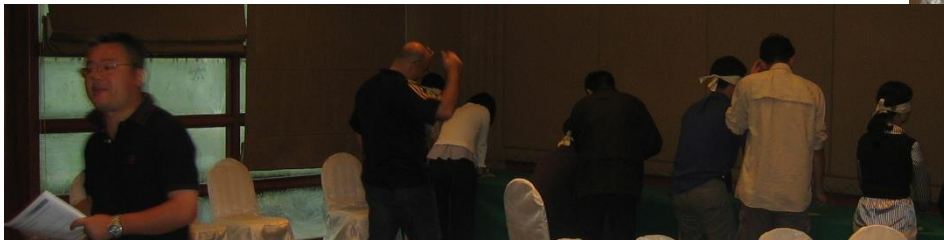


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Brick Exercise

To coach somebody or to be coached (Switch Roles)

- 3 people work in a group 1 is a Blind Person, one is a Guide Person and one is a Plan User. The Plan User has to explain the Plan to the Guide Person and the Guide Person to the Blind Person.
- They will learn how it feels to be guided. They will know, how to explain the plan to somebody who is not able to see the whole picture. They will learn how to explain something even if I do not see the whole picture.
In real life it will make them more sensitive in communication and it will help them to create clear statements.



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Body Language (stop and freeze)

1. 2 people sit together facing each other
2. Tell the people that at one point you will say stop and freeze and they are not allowed to move anymore and freeze in their position
3. One should start to tell a story that he really like The other one should listen and is allowed to ask questions
4. After a few minutes when you think people are really engaged you say, very loud: "Stop and Freeze!"
5. You can show them now that parts of their body are very similar now and you can use this as well in real live to get better contact to others



From unconscious competence to conscious competence.



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Big Post it Work / Wall of knowledge

- You need to bring half letter size Post It's or Metaplan and Cards
- You can use this to collect information or to capture the knowledge of the day before
- First example is you want to know what challenges they see to work as an Career Manager or Technical Lead and for every statement they make they just need to use one Post It.
- Second example you want to find out what they learned yesterday and what are the things they remember and everybody for his own is creating one Post It for every learning item.
- After this participants go one by one to the wall, do there postings and explain something to it.



This will work all over the world because you are not putting people on the spot.



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True or Lie

- Each student has 2 stories, one is true and one is a lie
- So you stand together in groups of 3 to 4 people
 - One after the other is stating his 2 stories
 - Example 1: I have a black belt in Karate
 - Example 2: I am a doctor of psychology
- All others are allowed to ask question for 5 minutes
- After this everybody has to guess but the story teller will not clarify
- After about 30 Minutes people should go back to their seat and we are going one by one hearing the 2 stories
- The Instructor will ask than: “Who believe story 1 is true and who 2...?”
- The story teller will tell than what is the truth and what a lie.



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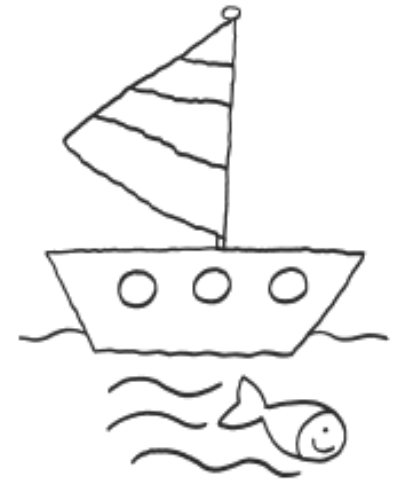
1 minute without talking in front of a group

- Stand in front of the class, looking one by one at the people and do not talk
- This will help you to get a feeling for time and that it is not important if you are quite for a few seconds



Listening Exercise - Draw Picture

- Pair people together in groups of 2
- Both of them take 1 or 2 minutes to draw a very simple picture and they should make sure the other person is not able to see it
- One of them is putting his picture aside and take a blank piece of paper
- The other one should now start to explain the picture
- The one with the blank paper should ask as many questions as he need to draw a very similar picture



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Motivation Exercise

Metaplan Workshop

- Please choose 3 situations in your life in which you were very motivated. It could be in your free time, your job, university...

Take a look at these situations and write down the following information:

- Which person or persons was part of this motivating situations?
- What has somebody done or what did somebody say that motivated you?
- What, inside of you, helps you to be motivated?
- What happens to yourself if you are really motivated, what is important then and what is not important any more?

Think about the way you are doing your work, how important is time, money....



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Practice and Coaching

Practice can shake fixed beliefs.

Asking what all together already know about the topic that is about to come opens the brain in the right direction of thought.

Curiosity and fun in the practical exercise keeps from the consumer - sleep mode.

The best praise is when the participants, like after a good meal, say, now I'm full.

Send me your exercises and I will include them here.



Neurologische Ebenen nach Robert Dilts



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