

ADI's streamlined PM training designed to be facilitated by your internal trainers and staff

## PM BASICS INSTRUCTOR CERTIFICATION

For more than 10 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 Instructor 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 Instructor Certification is the answer for companies who have internal training resources and want to spread PM 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.

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 Performance Management Technology (APMT)** – Atlanta, GA. This 4.5-day course is a requirement for final PM Basics Instructor Certification and is best attended after completing the PM Basics trainer-the-trainer workshop.

*The PM Basics Instructor Certification fees depend on how many people you will be training during your certification term (ADI suggests a minimum of 25). Contact your ADI Account Executive or Sandy Stewart (seminars) at 678.904.6154 for a quote specific to your needs.*

### BLITZ Precision Learning Software

Certified PM Basics Instructors now can offer their classes access to ADI's newly designed 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

Newly updated in January-2008, PM Basics provides everything a corporate trainer needs to teach the important concepts and techniques of PM. 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® Analysis
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

Participants in PM Basics leave the training with a completed Behavior Action Plan (BAP) aligned with corporate and department objectives. They also leave with the skill to implement their BAP and to develop other BAPs in their area of responsibility.

### 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  
 Diploma (sent to instructor)

**Aubrey Daniels International, Inc.** — Since 1978 Aubrey Daniels International has been dedicated to changing the way the world works. To do this we have focused our attention on the one factor that affects work every day: the behavior of people. Every action, every decision, every change is the result of someone's behavior and affects the behavior of other people, sometimes only a few and sometimes thousands. Business is constantly searching for the answers to "Why do people do what they do?" and "How can we get them to do what we need them to do all the time?" ADI provides real-world answers to these questions through its Precision Leadership™ consulting services.