



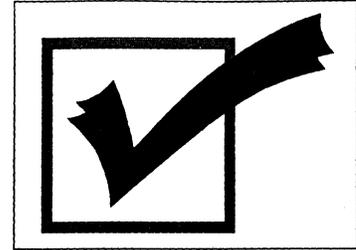
Assignment #4

Get Set and Go!

Knowing how to facilitate a Four Lenses Training applicable to your organization's goals is only one piece of the puzzle. Scheduling and implementing the training is another. If getting organized is difficult for you, use this assignment and your facilitator guide as a resource. You can also utilize the strengths of a co-worker with a high gold preference.

Self Test: Are you ready?

1. I have attended a full training course by Shipley Communication.
2. I understand how to administer the assessment.
3. I am aware of the tools that can support me.
4. I know the difference between a teacher and a facilitator, and I can implement the HIPA learning model.
5. I have the support of my organization to apply these principles.



Practical Pointers:

- Make sure you have enough people in your class to have a good experience. Classes with 10-25 people will help ensure that each of the color groups have some representation.
- Come prepared with "value poster" answers in case you are short representation for a color group (see pages 8-9 of your Facilitator Guide).
- Have at least four separate tables for your different color groups. This will make splitting up and focusing on activities more practical.
- Make an outline of how you expect the training to flow. However, be flexible enough to accommodate the needs of your participants.
- Be prepared with all of your materials
 - Poster paper with adhesive backing
 - A large variety of colored markers
 - Four Lenses Kits
 - Other class manuals (I.E. Team Building, or Deployment Readiness)
 - Trainer Tools DVD
 - Any other materials you need for activities
 - Rosters and evaluation forms to send back to Shipley Communication

Assignment:

Conduct your first training session as a Four Lenses Certified Facilitator. When you are finished, make sure to collect the rosters and evaluations. Send them back to Shipley Communication to receive your certificate and be added to the list of certified facilitators.

To ask questions or to receive further information please email assignments@shipleycommunication.com . We welcome your comments.