

## Allison Group Communication and Team Performance Programs

Every person has distinct preferences for the ways in which he or she likes to work and to communicate—whether for example, one prefers to start with the details or the big picture, or whether one prefers to work alone or in a group.

You can learn about and work with people's preferences using a highly-validated and reliable program. Or, of course, you can do it the hard way, by guess and by golly, which will cost you time and money...and be frustrating to boot.

The Allison Group core Communication and Team Performance Program—a one day communications program—has increased team and managerial effectiveness in a wide variety of settings, including government agencies, businesses, and NGOs. Satisfied clients include Customs and Border Protection, US Probation and Pretrial Services, the Department of the Treasury, Hewlett Packard, and iStar Financial. We will be happy to provide individual references, so you can speak directly to our clients.

### Individual Pre-Program Development:

Before attending the core program, every participant completes a 25-question online questionnaire and receives, via email, a practical, confidential Insights Discovery Report based on his or her psychometric preferences.

Each person then participates in a one hour telephone review and coaching session. As a result of this one-on-one attention and learning, participants come to the group program with enthusiasm, ready to build additional skills.

Facilitated Communication and Team Performance Skills: During the one-day program, participants experience for themselves the ways in which people approach the world in both similar and very different ways. Individual exercises promote reflection and increased self understanding. Participants practice communicating in different styles and have fun while learning how to work together more effectively. To assist in the transfer of learning to performance on the job, participants prepare a plan for communicating with four specific individuals with differing psychometric preferences beginning the day after the program. This program is based on rigorous theory and decades of successful practical application in large organizations.

Gatehouse Discovery 2.0






Sample from the Insights Discovery Report

## Communication

### *Barriers to Effective Communication*

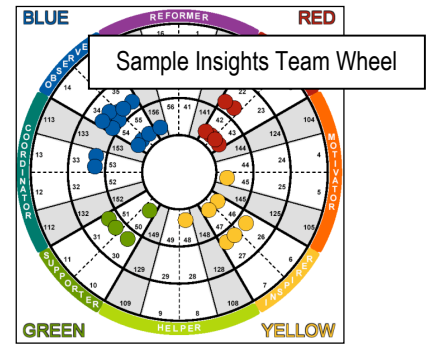
*Certain strategies will be less effective when communicating with John. Some of the things to be avoided are listed below. This information can be used to develop powerful, effective and mutually acceptable communication strategies.*

#### **When communicating with John, DO NOT:**

-  Dwell on trivia.
-  Implement change for change's sake.
-  Look for immediate answers.
-  Be too loud and hearty.
-  Focus on personal relationships.

We also have fun! We use thinking toys, baseball caps, and colored M&Ms. (We don't do group hugs.) Tailored to meet the needs of each client, the core program is offered as a robust session for divisions, directorates, branches, workgroups, and for cross-organization groups such as senior or middle managers. Employees at all levels enjoy and benefit from this program.

**Group dynamics.** Psychometric preferences are not limited to individuals. Groups have preference profiles as well. We use an Insights Discovery Team Wheel to examine the psychometrics of teams and to discuss with each group how they can more effectively work with other groups and with customers.



The Allison Group also offer an optional special module on techniques for working effectively with specific leaders—based on their preferences and pre-program work with our coaching staff.

**Partnership Training:** Our programs can also be incorporated with other training. Among those with whom we have partnered successfully to deliver client satisfaction are internal training academies and centers as well as external organizations such as the Tigrett Corporation (where we added material to support leadership studies from Civil War battlefields) and Dale Carnegie Training.

**Team Communication Charts:** During our programs, we offer participants the opportunity to sign up for team communication charts which help team members to remember where to start for maximum effectiveness when working with each other.

The Allison Group		What I Bring to The Team:	To Communicate With Me:	Please Don't...	
	<ul style="list-style-type: none"> <li>Principal, Allison Group</li> <li>USA Executive COEIT - 3 hrs</li> <li>His name: eric</li> <li>His way: email</li> <li>eric@allisongroup.com</li> </ul>	<ul style="list-style-type: none"> <li>Proven ability to work with diverse others</li> <li>Strategic, Strategic, Impact, Learning, Initiative, Leadership</li> </ul>	<ul style="list-style-type: none"> <li>Be clear and speak on your feet</li> <li>Be prepared to discuss a wide range of topics</li> <li>The opportunity and give feedback on my "personal" matters</li> </ul>	<ul style="list-style-type: none"> <li>Don't get pulled away by my cell phone</li> <li>Don't appear slow, sluggish, or too formal</li> <li>Don't make the topic of a discussion controversial</li> </ul>	<ul style="list-style-type: none"> <li>Don't be indecisive, unclear, or "wooly"</li> <li>Don't let me dominate the conversation</li> <li>Don't be negative or non-communicative</li> </ul>
	<ul style="list-style-type: none"> <li>Principal, Allison Group</li> <li>USA Executive COEIT - 3 hrs</li> <li>Her name: maryann</li> <li>Her way: email</li> <li>maryann@allisongroup.com</li> </ul>	<ul style="list-style-type: none"> <li>Excellent leadership and communication skills</li> <li>Strategic, Strategic, Impact, Learning, Initiative, Focus, Team</li> </ul>	<ul style="list-style-type: none"> <li>Be clear about expectations and timescales</li> <li>Point out the consequences, with care</li> <li>Be ready to leave quickly</li> </ul>	<ul style="list-style-type: none"> <li>Agree exactly what needs to be done</li> <li>Don't always expect brief, specific answers</li> <li>Offer praise and appreciation when it's due</li> </ul>	<ul style="list-style-type: none"> <li>Don't talk slowly, mumble or whisper</li> <li>Don't burden me with too many papers to read</li> <li>Don't fail to meet informally to discuss progress</li> </ul>
	<ul style="list-style-type: none"> <li>Associate, Allison Group</li> <li>USA Executive COEIT - 3 hrs</li> <li>Her name: joan</li> <li>Her way: email</li> <li>joan@allisongroup.com</li> </ul>	<ul style="list-style-type: none"> <li>Excellent leadership and communication skills</li> <li>Strategic, Strategic, Impact, Learning, Initiative, Focus, Team</li> </ul>	<ul style="list-style-type: none"> <li>Be clear about expectations and timescales</li> <li>Point out the consequences, with care</li> <li>Be ready to leave quickly</li> </ul>	<ul style="list-style-type: none"> <li>Agree exactly what needs to be done</li> <li>Don't always expect brief, specific answers</li> <li>Offer praise and appreciation when it's due</li> </ul>	<ul style="list-style-type: none"> <li>Do not allow exchanges to become confrontational</li> <li>Do not take credit for my ideas</li> <li>Don't restrict or restrain my natural exuberance</li> </ul>
	<ul style="list-style-type: none"> <li>Principal, Allison Group</li> <li>USA Executive COEIT - 3 hrs</li> <li>His name: gary</li> <li>His way: phone</li> <li>gary@allisongroup.com</li> </ul>	<ul style="list-style-type: none"> <li>Excellent leadership and communication skills</li> <li>Strategic, Strategic, Impact, Learning, Initiative, Focus, Team</li> </ul>	<ul style="list-style-type: none"> <li>Be clear about expectations and timescales</li> <li>Point out the consequences, with care</li> <li>Be ready to leave quickly</li> </ul>	<ul style="list-style-type: none"> <li>Agree exactly what needs to be done</li> <li>Don't always expect brief, specific answers</li> <li>Offer praise and appreciation when it's due</li> </ul>	<ul style="list-style-type: none"> <li>Do not allow exchanges to become confrontational</li> <li>Do not take credit for my ideas</li> <li>Don't restrict or restrain my natural exuberance</li> </ul>
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What I Bring to The Team:	To Communicate With Me:	Please Don't...
<ul style="list-style-type: none"> <li>I will lead by fighting alongside the troops in the trenches.</li> <li>I am innovative and imaginative.</li> <li>I am a forthright advocate for the team.</li> </ul>	<ul style="list-style-type: none"> <li>Be clear about expectations and timescales.</li> <li>Point out the consequences, with care.</li> <li>Be ready to leave quickly.</li> </ul>	<ul style="list-style-type: none"> <li>Don't be indecisive, unclear, or "wooly"</li> <li>Don't let me dominate the conversation.</li> <li>Don't be negative or non-communicative.</li> </ul>
<ul style="list-style-type: none"> <li>I share ideas as I go.</li> <li>I am conscientious and I want to produce results.</li> <li>I am open to conflict.</li> </ul>	<ul style="list-style-type: none"> <li>Agree exactly what needs to be done.</li> <li>Don't always expect brief, specific answers.</li> <li>Offer praise and appreciation when it's due.</li> </ul>	<ul style="list-style-type: none"> <li>Don't talk slowly, mumble or whisper.</li> <li>Don't burden me with too many papers to read.</li> <li>Don't fail to meet informally to discuss progress.</li> </ul>
<ul style="list-style-type: none"> <li>I bring a calm presence to difficult situations.</li> <li>I am a calm presence in difficult situations.</li> <li>I am a calm presence in difficult situations.</li> </ul>	<ul style="list-style-type: none"> <li>Avoid unnecessary distractions - keep to the point.</li> <li>Be prepared to discuss a wide range of topics.</li> <li>Take clearly what needs to be done.</li> </ul>	<ul style="list-style-type: none"> <li>Do not allow exchanges to become confrontational.</li> <li>Do not take credit for my ideas.</li> <li>Don't restrict or restrain my natural exuberance.</li> </ul>
<ul style="list-style-type: none"> <li>I am a calm presence in difficult situations.</li> <li>I am a calm presence in difficult situations.</li> <li>I am a calm presence in difficult situations.</li> </ul>	<ul style="list-style-type: none"> <li>Agree exactly what needs to be done.</li> <li>Don't always expect brief, specific answers.</li> <li>Offer praise and appreciation when it's due.</li> </ul>	<ul style="list-style-type: none"> <li>Do not allow exchanges to become confrontational.</li> <li>Do not take credit for my ideas.</li> <li>Don't restrict or restrain my natural exuberance.</li> </ul>
<ul style="list-style-type: none"> <li>I ensure accurate outcomes with my cautious style.</li> </ul>	<ul style="list-style-type: none"> <li>Allow me time to gather my thoughts and to express my feelings.</li> <li>Take your time getting to know me if you want critical feedback.</li> <li>Discuss and agree upon the deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>Don't get too excited or emotional.</li> <li>Don't spend too much time talking, I am more impressed by your actions.</li> <li>Don't use my quiet demeanor to seek to dominate or control.</li> </ul>
<ul style="list-style-type: none"> <li>I contribute vigorously and enthusiastically.</li> <li>I am opportunistic, original,</li> </ul>	<ul style="list-style-type: none"> <li>Be straightforward, fast, efficient and to the point.</li> <li>Focus on the task at hand.</li> </ul>	<ul style="list-style-type: none"> <li>Don't be vague or leave things open to interpretation.</li> <li>Don't try to manipulate me</li> </ul>

**Follow-up programs:** We offer a wide variety of tailored follow-up programs, ranging from 30-to-60 minute online webinars to half and full-day programs with advanced training. We also offer an additional module complimenting the core Discovery Report which focuses on motivation and management.

Specialized coaching: In selected circumstances, we work with individual leaders and managers in a focused coaching relationship to develop specific skills or address concrete concerns.

The Allison Group is a New York City-based international consulting group which works with organizations to improve their capacity to generate positive results in rapidly-changing environments. In this program, we use Appreciative Inquiry, the Insights Discovery Profile (based in the work of Carl Jung), and Systems Thinking to increase teamwork, individual effectiveness, and job satisfaction.

Highly validated and reliable, the Insights Discovery instrument was created in the United Kingdom to help organizations increase their ability to communicate effectively. Over 1 million people have used this instrument in 25 languages around the world.

The Allison Group is a small, woman-owned business. WBENC National Certificate Number: 2005117901, expires 04/04/2012

A few organizations that have used Allison Group services include:



We will be happy to provide contact information enabling you to speak with some of our satisfied clients.

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