



Programs, Tools and Services



Building Clarity and Communication

CONTACT INFO

David and Laura Butler

614-252-2010

davidbutler@worklifeonline.com

laurabutler@worklifeonline.com

www.worklifeonline.com

Overview

What we do...

WorkLife provides Tools, Programs and Services that address the two fundamental challenges of individuals, teams and organizations:
Clarity and Communication.

What we believe...

MISSION:

To awaken the passion and potential of each individual while building the community of work.

VALUES:

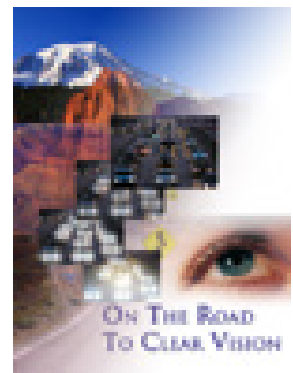
- To act with unerring integrity
- To be a partner with our clients
- To consistently exceed expectations
- To pursue a balanced perspective
- To celebrate our differences

Our approach...

We believe in in-depth assessment up front. Our programs and services are focused on the importance of self as the fundamental building block of any human endeavor or organization.

How we do it...

Programs – Tools – Surveys



Developmental Programs

Individuals

Clarity: Self & Career

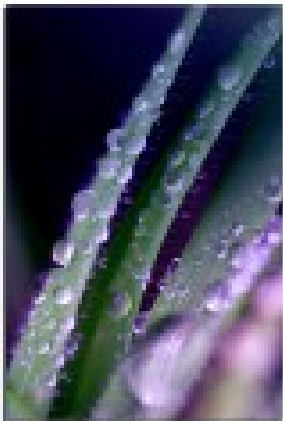
WorkLife coaching helps to identify personal goals and objectives and to align and connect them to the direction of the organization.

WorkLife coaching facilitates the dialogue and helps to explore the answers to questions such as, "What are the possibilities, how open is the individual to risk and are these objectives consistent with what the individual has learned through self-exploration"?

We develop with the individual, a custom designed process which includes:

- Passion and interest exploration
- Development of a career action plan
- Strategies & techniques for self-management
- Improved communication skills
- Articulation of value added competencies
- Upgraded job descriptions, resumes and experience

Programs Include:



1. Personal and Professional Development 101
2. Personal Branding
3. Career Management Workshops
 - Plan B
 - Career Destinations
 - Individual Development Planning
4. WorkLife Harmony (Wheel of Life Balance)

Developmental Programs

Teams

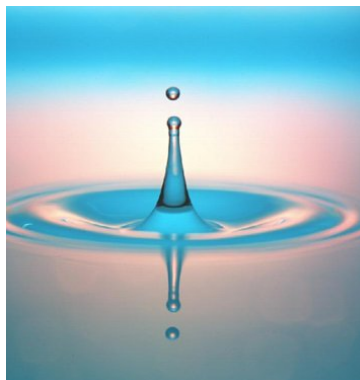
Clarity: Roles, Skills, Goals, Objectives

WorkLife facilitates the implementation of organizational change and growth through the creation of effective team behaviors. Team meetings and off-sites are tailored to the uniqueness of every organization to meet the needs of each specific situation. We use culture, personality and style models to help re-frame issues and identify core obstacles. Our dialogue process builds understanding and insight through the creation of enhanced conversations. Our expertise includes:

- Strategic planning
- Goal setting
- Vision/mission development
- Conflict management
- Consensus decision making

Programs Include:

1. Effective Listening
2. Birkman Teaming Applications
3. Professional Excellence (Personal Brand for Teams)
4. Managing Change and Leading Transition
5. Role Specification



Developmental Programs

Leaders

Clarity: Values, Ethics, Competencies

For the executive, new leadership and management skills and styles must be learned in each subsequent organizational stage. At WorkLife, our unique style of Leadership coaching provides an external, objective perspective on highly complex organizational issues that can yield specific benefits including:

- Substantial improvement in communications at all levels;
- Higher levels of energy and creativity;
- Improved decision-making processes;
- Specific behavioral changes that promote the mission, values and goals of the individual and organization;
- Significantly improved conflict management and negotiation skills, and,
- More effective management of time consistent with what is important, not just urgent.

Programs Include:

1. 360/PSN (Perception of Strengths and Needs)
2. Leadership Program:
 - Knowing Yourself
 - Emotional Intelligence in Leadership
 - Roles and Styles
 - Mission/Vision
 - Storytelling
3. Advanced Presentation Skills Coaching



Developmental Programs

Organizations

Clarity: Vision, Mission, Values

The WorkLife model for O. D. Consulting focuses on competency development and identifying behavioral benchmarks of excellence required to execute the business strategy. Our holistic approach includes an integration of both technical IQ and behavioral EQ to produce a core competency framework. This framework supports hiring and selection, performance management systems and succession planning.

WorkLife explores the organization's "competitive advantage" through the alignment, development and engagement of its people. This "talent mind-set" focuses on:

- Corporate culture
- Organizational adaptability, innovation, and agility
- Capacity for frequent, insightful and honest dialogue across all levels

Programs Include:

1. Competency Development
2. Job and Role Profiling
3. Workplace Enhancement
 - Mentoring
 - Diversity
 - Employee Engagement Survey
 - Company Newsletter/Articles Writing
 - Employee Engagement Presentation and Focus Groups



Tools include:

Birkman

Supported by an unrivalled database of occupational and behavioral information, the Birkman Method helps you understand, not underestimate, strengths, and to take down preconceived barriers that limit personal, team and organizational achievement and development. WorkLife has used this assessment in coaching for over ten years with more than 3500 individuals in a wide variety of companies, industries and workplace settings. Our expertise guarantees you successful implementation of the strongest development tool available for the individual and the organization.

Council Process

Based on the Native American tradition of the “Talking Stick”, these collaborative meeting techniques ensure participation and consensus as well as a more comprehensive decision making process. Also known as the “Circle of Trust” technology, the long term effects of this approach can overcome the cultural problems plaguing organizational life.

360 Surveys

An approach that takes in the whole picture – the customer, the organization, the employee, and the individual, WorkLife customizes and creates our 360 for the specific organization, giving you powerful, useful, real-time information. Our broad experience in feedback interpretation and integration ensures that you will know how to properly use the information as well.

Worklife Balance & Integration Self Assessment

The key to being as productive and successful as you can be is the overall balance of your life as a whole. With Wellbeing as a key ingredient, WorkLife assesses your balance in 7 key directions and then coaches you in the areas of your life that need the most attention. With a variety of coaching and assessment strategies, WorkLife can customize a Wellbeing program that will help you and your people get and stay on track.

Employee Engagement Surveys (Custom Survey Technology)

Keep your hand on the pulse of your workforce. Our custom survey technology is useful on small and large levels, for any size company. Get an unparalleled window into the state of your internal culture, the culture that drives your organizational engine. Our thorough assessment process has been tested in a wide variety of industries, and gives you a complete breakdown of your strengths and challenges within the workforce.

Services Include:

- **Coaching**
 - Executive
 - Life
 - Career
- **Consulting on current Workplace Challenges & Trends**
- **Custom Designed Programs on Organizational Development Topics**
- **Facilitation of any type of meeting**
- **Online surveys**
 - Employee
 - Culture
 - Customer
- **Speaking & Presentations – Key Note, Luncheon or Full Day**

Sample Topics:

- **Leadership in Times of Uncertainty:**
The Power of Stories
- **The Copernican Shift:**
Navigating the New Revolution in Business
- **Fun in the Workplace:**
Dr. Squish – Fun is Serious Business
- **What Planet are You From?:**
How Style and Difference Affect Communication
- **To the Moon and Back:**
Visions and Goals that Measure the Best of Us

