



The Stepping-Up Approach to Leadership

GUIDE FOR USING THE LEADING BY MANAGING MY LIFE: COURSES WITH STAFF AND VOLUNTEERS

Offered To You By **GFAR**
www.gfar.net



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GFAR Partner Organizations are authorized to view the different sections of the audio-visual presentations of the 6 Leading by Managing my Life courses in group meetings or in webinars.

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The 6 FREE Leading by Managing My Life Courses which have been offered to you after careful evaluation by the GFAR leadership team:

- Are high quality educational courses which have proven themselves with tens of thousands of individuals in some of the largest organizations in North America.
- Are short and to the point. Most of them can be completed in less than 3 hours.
- Include a great number of proven ideas and techniques.
- Include audio-visual presentations and a workbook in PDF format to make notes and complete user-friendly exercises.
- Include Deep Relaxation Exercises which can be used daily by recipients
- Are designed to be completed on a self-study basis.
- Are available as an open platform
- Are available in both English and French

Benefits for Your Organization:

- Improvement in the ability of staff and volunteers to execute their \ responsibilities, lead when needed, and manage change.
- Increased motivation and improved teamwork.
- Improved work culture and atmosphere.
- Increased employee and volunteers loyalty and retention.
- Differentiation as a good employer.
- Very easy to administer
- Completely FREE.

Benefits For Staff and Volunteers

- Will definitely help them improve or refine their leadership skills, their ability to manage change and the overall quality of their life
-
- Will help them progress in their careers

Announcing the Courses to Staff Members and Volunteers

OPTION ONE

You could of course simply send the following example e-mail along with a copy of the courses as an attachment to staff members and volunteers.

Example E-Mail:

Dear.....

It is with great pleasure that we are able to provide our staff and volunteers with a series of 6 excellent FREE Leading by Managing My Life courses which we recently received from GFAR.

These courses represent an opportunity for us all to improve or refine our leadership skills, and learn techniques which will help us manage change more effectively and improve the overall quality of our life.

I have taken the time to review several of the courses and sincerely feel they will be very helpful to us all.

So, enjoy the courses and let me know how you found them. Please be sure to e-mail me your testimonials of your reaction to the courses as you complete them.

Sincerely,

The RISK

However, you will run the risk that a certain number of your staff and volunteers will simply ignore the e-mail and the courses as they are already busy with their life, and may not really understand the benefit of completing them..

Nevertheless, if this is all you can do to promote the courses, because of the various time and administrative constraints, that's always better than nothing.

It is really is the recipient's responsibility to take advantage of this opportunity which has become available to them.

FOLLOW-UP E-MAIL

You can of course e-mail a couple of weeks later the following reminder e-mail about the courses. For example.

Dear.....

I thought you'd be interested in viewing a short interview about the Leading by Managing Life courses you received a couple of weeks ago, in case you have not started using them and wanted additional information about their value before you begin. To view the interview [CLICK HERE](#).

Would love to get your reaction to the courses as you complete them.

Sincerely,

Please Note:

You will be e-mailed the web address where this video interview will be posted when it is ready in October so that you can create the appropriate link in the e-mail.

TESTIMONIAL E-MAILS

To remind staff and volunteers of the value of the courses you can also share with them from time to time, some of the good testimonials you have been receiving about the courses.

OPTION TWO – Requires A Little More Administrative Time

Motivating Staff and Volunteers to Complete Courses

Since it's in your organization's interest as well as the interest of staff and volunteers that they take the time to complete the courses, we propose the following ideas which will require **a little more administrative time** on your part than simply e-mailing out the course.

- 1) Invite to a 1.5 hour meeting Staff Members from different departments, who are solid achievers and who are well liked and respected by others in your organization. Also invite at the same meeting the individual(s) who is (are) responsible for selecting, training and overseeing volunteer activities in your organization. That meeting should take place between 5th and 15th of the month.
- 2) Explain to them that you have received 6 FREE Leading by Managing My Life courses which will become available on the first day of the following month, to all staff members and all volunteers.

View together the interview posted on YouTube which explains the benefits of these courses to staff and volunteers.

Please Note:

(You will be e-mailed the web address where this video interview will be posted when it is ready in early October so that you can view the interview during the meeting)

- 3) Show participants the workbook document and then view together the different parts of the audio-visual presentations of the goal-setting and taking action course. Also review together the workbook part of that course.
- 4) Until their release, you would like participants at the meeting to spread the news about the courses, and how impressed they are with them. The idea is to create some anticipation about the courses.
- 5) The THEME for two months in the organization will aligned to the title of the course.

For example if the launch is March 1, from now on in that organization, the bi-monthly themes will be:

March and April	Leading by Goal-Setting and Taking Action
May and June	Leading With Enthusiasm and Self-Confidence
July and August	Leading With a Positive Attitude
September and October	Leading by Developing Win-Win Relationships

November and December Leading by Managing Stress

January and February Leading by Managing My Time

- 6) Explain to the participants at the meeting that your intention is to ask staff members and volunteers to complete one of the six courses every two months, in the same order they are available within the 6-course workbook.
- 7) Employees and volunteers should complete the courses on a self-study basis during the first month, in other words, in this case - March, May, July, November and January.
- 8) In the second months – in this case April, June, August, December and February, one hour meetings or webinars will be held with employees and volunteers who have completed the courses the previous month.

These one hour meetings or webinars could take place as lunch and learn meetings where participants can bring their lunch. The meetings can also take place as the first or last hour of the day. For volunteers the meetings could be organized at the most convenient time for them.

This will be the opportunity for employees and volunteers to share the key points they learned from the courses and some of the things they have decided to do, the actions they started to take.

- 9) Invite the participants at the meeting to volunteer to organize these meetings and webinars for employees in their own departments and for the volunteers.

To this effect they will receive a copy of the Guide which explains how best to facilitate these meetings and the type of questions they could ask to generate discussions for each course.

Explain to them that you are also very confident in their ability to facilitate those meetings and you are available if they have any questions or concerns after they review the Guide.

Example E-Mail you can use to announce the courses if you use this approach:

Dear.....

It is with great pleasure that we are able to provide our staff and volunteers with a series of 6 excellent FREE Leading by Managing My Life courses which we recently received from GFAR.

These courses represent an opportunity for us all to improve or refine our leadership skills, and learn techniques which will help us manage change more effectively and improve the overall quality of our life.

In fact we are so thrilled with the quality and the value of these courses which typically take less than 3 hours to complete, that we have decided to ask you to complete them on the following basis:

March and April	Leading by Goal-Setting and Taking Action
May and June	Leading With Enthusiasm and Self-Confidence
July and August	Leading With a Positive Attitude
September and October	Leading by Developing Win-Win Relationships
November and December	Leading by Managing Stress
January and February	Leading by Managing My Time

The idea would be for all of us to complete the selected course on a self-study basis, during the first month – March, May, July, September, November and January so that we can then discuss their content in a one hour meetings/webinars which will be organized in April, June, August, October, December and February.

This is an exciting opportunity for us all to improve and refine our skills so that we can better executive our mission and serve our clients even better while we also improve the quality of our life.

For more information about the value of these courses, you can view this short interview about them by:

CLICKING HERE.

Please Note:

You will be e-mailed the web address where this video interview will be posted when it is ready in October so that you can create the appropriate link in the e-mail.

Looking forward to your enthusiastic participation!

Sincerely,

What About The Clients or Members You Serve?

If you feel the clients or members you serve could benefit from these courses, you can offer it to them on the same basis.

OPTION ONE

You could of course simply send the following example e-mail along with a copy of the courses as an attachment to the clients you serve.

EXAMPLE E-MAIL:

Dear.....

It is with great pleasure that we are able to provide our clients with a series of 6 excellent FREE Leading by Managing My Life courses which we recently received from GFAR.

These courses represent an opportunity for us all to improve or refine our leadership skills, and learn techniques which will help us manage change more effectively and improve the overall quality of our life.

I have taken the time to review several of the courses and sincerely feel they will be very helpful to us all.

So, enjoy the courses and let me know how you found them. Please be sure to e-mail me your testimonials of your reaction to the courses as you complete them.

Sincerely,

FOLLOW-UP E-MAIL

You can of course e-mail a couple of weeks later the following reminder e-mail about the courses. For example.

Dear.....

I thought you'd be interested in viewing a short interview about the Leading by Managing Life courses you received a couple of weeks ago, in case you have not started using them and wanted additional information about their value before you begin. To view the interview [CLICK HERE](#).

Would love to get your reaction to the courses as you complete them.

Please Note:

(You will be e-mailed the web address where this video interview will be posted when it is ready in October so that you can create the appropriate link in the e-mail)

Sincerely,

TESTIMONIAL E-MAILS

To remind staff and volunteers of the value of the courses you can also share with them from time to time, some of the good testimonials you have been receiving about the courses.

OPTION TWO – Requires A Little More Administrative Time

Provide the courses with a follow-up meeting or webinar as with staff and volunteers.

Preparation for the Facilitator

It is recommended that you view the audio-visual presentations of the course, you will be facilitating at least twice to feel totally at ease with the content. You will also need to review within the Guide, the relevant page associated with the course you will be facilitating. .

Begin by viewing the course in its entirety. Then view it a second time, making notes as needed.

Then if you have not already done so, take the time to complete the exercises related to the course you will be facilitating. This will help you become more aware of any difficulties that participants could have faced when they were asked to complete the exercises.

Facilitation Tips

Before the meeting:

Make sure that your equipment is ready and working - Computer or Tablet as well as a projector connected to the Tablet or computer, if you are using one.

Make sure that you have Internet access in case you need to view as a group one of the audio-visual sections of the course during the meeting.

During The Meeting

The type of meeting you will be facilitating is relatively easy but you will still need to display a high level of enthusiasm, energy and self-confidence during the facilitation. You can do that best by being relaxed, by smiling and by maintaining a good confident posture.

You also need to stay in control of the meeting by making sure that your instructions that the group is informed about the Agenda of the meeting and how much time will be spend on each item.

Time control is essential - So start on time and finish on time.

Be supportive to the individuals when they provide you with feedback.

Excellent Input - Great - Good idea s - Thank you for your participation.

Also you can ask the individuals to clarify and further elaborate on their answers (time-permitting and as appropriate)

Difficult Questions

If here are questions that come up that you don't know how to answer in connection with the video-clip of the program, you can deal with the question in the following manner:

Good question - Anyone has any ideas?

What are your views on this ? (To the person who asked the question - if appropriate)

Honestly I don't know the answer to your question. I can check it out and let you know. But in the meantime, maybe someone in the group can answer the question?

THE COURSES

Leading by Managing My Life Through Goal-Setting and Taking Action

Maximum Number of Participants - Your Team or a Group of up to 25 participants

Time: 60 Minutes

The meeting could be organized as follows:

5 Minutes Participants bring to the meeting printed pages of their workbook they completed for the course. They are also asked by the Facilitator to shut down their Cell phones or at least to put them in vibration mode.
If they have brought their lunch they can eat and drink throughout the meeting.

40 Minutes Participants are now asked to answer some or all of the following questions in the large group;

Why we should we set goals and how frequently?

What are the main reasons we do not achieve our goals?

Who can tell me about the Bucket List Technique?

Who can tell me about the Inventory-Based Technique?

Who can tell me about the Needs-Based Technique

Who can tell me about the Creative Goal-Setting Techniques

How can we go about breaking goals into an action plan?

What are some examples of work related goals you have set for yourselves?

What are some examples of personal goals you have set for yourselves?

Who has listened to the Managing My Life Deep Relaxation Exercise?

What is the most important idea that you picked up or was reminded when you completed this course?

15 Minutes Any questions?

Leading by Managing My Life with Enthusiasm and Self-Confidence

Maximum Number of Participants - Your Team or a Group of up to 25 participants

Time: 60 Minutes

The meeting could be organized as follows:

5 Minutes Participants bring to the meeting printed pages of their workbook they completed for the course. They are also asked by the Facilitator to shut down their Cell phones or at least to put them in vibration mode.
If they have brought their lunch they can eat and drink throughout the meeting.

40 Minutes **Participants are now asked to answer some or all of the following questions in the large group;**

What are the benefits of feeling enthusiastic and self-confident?

What can we do to maintain a high level of enthusiasm and self-confidence

What were some of your accomplishments at work last week?

What were some of your accomplishments in your personal life last week?

Who can explain the Maslow's hierarchy of needs motivation theory?

Who can explain the McLelland and Atkinson Motivation theory?

Who has prepared on a regular basis, their Daily Inventory of Accomplishments and Motivators?

What are a couple of things that could motivate you at work or your personal life, tomorrow?

What is the most important idea that you picked up or was reminded when you completed this course?

15 Minutes **Any questions?**

Leading by Managing My Life with a Positive Attitude

Maximum Number of Participants - Your Team or a group of up to 25 participants

Time: 60 minutes

5 Minutes

Participants bring to the meeting printed pages of their workbook they completed for the course. They are also asked by the Facilitator to shut down their Cell phones or at least to put them in vibration mode. I

f they have brought their lunch they can eat and drink throughout the meeting.

30 Minutes

Participants are now asked to answer some or all of the following questions in the large group;

What are the benefits of having a positive attitude when it comes to managing change?

What type of behaviors do we typically display when we have a negative attitude? When we let go of our negative attitude?

What is the relationship between our thoughts, feelings, values and emotions?

What kind of things can we do to calm ourselves on the spot?

What are four fundamental beliefs that we usually have and which can trigger unhealthy thoughts and feelings whenever they are confronted?

What are affirmations?

What is the most important idea that you picked up or was reminded when you completed this course?

16 Minutes

Listen together to the Managing My Life Deep Relaxation Exercise.

9 Minutes

Any questions?

Leading by Managing My Life with Win-Win Relationships

Maximum Number of Participants - Your Team or a group of up to 25 participants

Time: 60 minutes

5 Minutes

Participants bring to the meeting printed pages of their workbook they completed for the course. They are also asked by the Facilitator to shut down their Cell phones or at least to put them in vibration mode. I

If they have brought their lunch they can eat and drink throughout the meeting.

40 Minutes

Participants are now asked to answer some or all of the following questions in the large group;

How would you define a win-win relationships?

What are the benefits of having positive win-win relationships?

What kind of things can you do to maintain and develop trust?

What can you tell me about the comfort style?

What can you tell me about the pleasing style?

What can you tell me about the control style?

What can you tell me about the significant style?

How did others react when you starting making them sincere compliments?

What is the most important idea that you picked up or was reminded when you completed this course?

15 Minutes

Any questions?

Leading by Managing My Life – Managing Stress

Maximum Number of Participants - Your Team or a group of up to 25 participants

Time: 60 minutes

5 Minutes

Participants bring to the meeting printed pages of their workbook they completed for the course. They are also asked by the Facilitator to shut down their Cell phones or at least to put them in vibration mode. I

If they have brought their lunch they can eat and drink throughout the meeting.

30 Minutes

Participants are now asked to answer some or all of the following questions in the large group;

What is stress?

What are some of the typical sources of stress?

What are the typical symptoms of stress?

What is our typical behavior when we manage stress well and when we don't?

What is the most important idea that you picked up or was reminded when you completed this course?

What were the techniques to manage stress that were discussed in the course?

What is the most important idea that you picked up or was reminded when you completed this course?

16 Minutes

Listen together to the Managing My Life Deep Relaxation Exercise.

9 Minutes

Any questions?

Leading by Managing My Life – Managing My Time

Maximum Number of Participants - Your Team or a group of up to 25 participants

Time: 60 minutes

5 Minutes

Participants bring to the meeting printed pages of their workbook they completed for the course. They are also asked by the Facilitator to shut down their Cell phones or at least to put them in vibration mode. I

If they have brought their lunch they can eat and drink throughout the meeting.

40 Minutes

Participants are now asked to answer some or all of the following questions in the large group;

What are the benefits of managing our time effectively ?

What are the skills needed to manage our time effectively?

What are some of the things we do and which can waste our time?

What is the most important idea that you picked up or was reminded of by completing this course?

What kind of things can you do to stay organized, when it comes to your office, your desk, your filing system and your correspondence including e-mails?

What kind of things can you do to handle efficiently delegating work, the telephone, meetings, and the cooperation of others?

What kind of things can you do to minimize time wastage? (reducing interruptions and procrastination, improving concentration and focus)

15 Minutes

Any questions?

About The Author

George Beshara, B.Com.

George Beshara is a McGill University business graduate and is the author of the Leading by Managing My Life series of courses. He has been involved in training, business coaching and publishing since 1983. His courses and training programs have been used by tens of thousands of individuals in some of the largest corporations in North America. For more information about his background and experience please [CLICK HERE](#)

Services We Offer

Become A Project Partner – Make Our 6 Courses Your GIFT

- Our course document is co-branded to include your name and website on the title page, recognizing you as the providers of the GIFT.
- Your supply us with a promotional page which is inserted 7 times in the GIFT document.
- Within that promotional page, you highlight your mission, promote the product and/or services you offer and provide links to your website.

Benefits for Our Project Partners

Not for Profit Organizations or Private Sector Partners

- Access to the quality self-study courses for all your staff members, clients, donors and volunteers. (Not-for-profit sector)
- Opportunity to generate new and unexpected donations.
- Private sector partners come across as good corporate citizens while promoting their products and services.
- Multiplier promotional effect: Recipients of the courses are encouraged to e-mail the course document to their family members, friends and colleagues at work.
- Available in both English and French.
- **One-time very affordable set-up fee** – Could be still on special **for only \$139.00 for either the English or French version of 6 courses.**

Interested in becoming a Project Partner: [CLICK HERE](#)

Hire Us To Custom-Develop A Course For Your Organization

After an initial web-conference meeting during which we develop an understanding of your specific needs, we prepare a detailed proposal for your review and approval which includes the time-frame for completing the project and the fees. To discuss your specific needs please contact us by: [CLICKING HERE](#)