



Customising Power Hour Materials

For a number of years, Power Hour training materials have been available in editable format as well as PDF so they can be customised. I've done this so that they can be integrated into a longer programme (Maybe you just need 90 minutes from us and have written the rest yourself), or (more commonly) so that they can be tailored to reference your own examples and use your internal language.

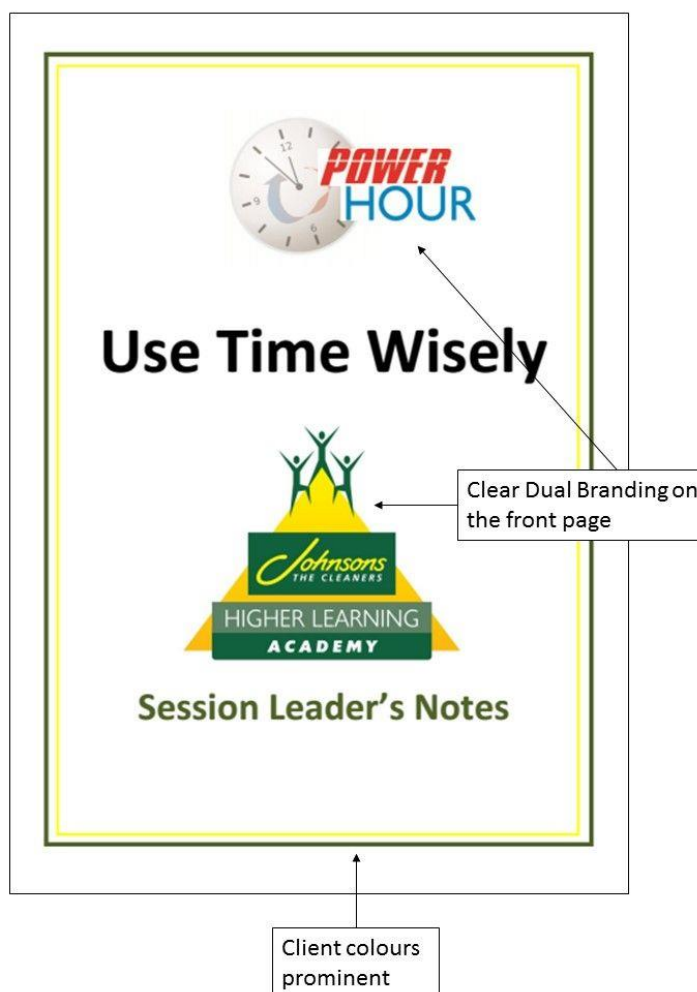
But what do I mean by customisation?

Generally, I mean being able to reflect your brand and make links to things such as your Values, Competencies, Job Roles, products/services and company initiatives. I also expect people to replace examples with ones specific to their own organisation. Sometimes, people add additional material too.

I don't mean removing all reference to Power-Hour and making it look like this is all your own work. However, if you're tailoring and delivering the training, you deserve to have the materials reflect your own brand too.

So here are a couple of examples of companies who've tailored the materials and dual-branded them appropriately.

Here the client used our 'Plan your Time' Module as the basis for this session - they chose to rename it so it was more appealing to Branch Managers.





Time	Activity	Reference or Supporting Material
5 mins	<p>Welcome and Overview</p> <p>Welcome delegates to the Power Hour Session and ask everyone to switch off their mobile phones etc.</p> <p>Explain the topic to be covered and run through the objectives of the session. (Write these on the flipchart/whiteboard in advance).</p> <p>Ask each delegate to introduce themselves, and share how freeing up one hour of their day would make a difference for them at work. Write these on the flipchart/whiteboard.</p> <p>Explain that in modern business, everyone is pulled in many directions, and there never seems to be enough time in the day.</p> <p>We cannot create time. But this session aims to help delegates to identify where they SHOULD be spending their time, and share some suggestions for using their time more effectively.</p>	<p>Optional slide 1</p> <p>Optional slide 2</p>
10 mins	<p>Clarity of Purpose</p> <p>Ask delegates to spend a moment reflecting, and identify what the overall purpose of their job is. If possible, they should summarise it in one sentence, and write it down on a piece of paper.</p> <p>Ask them to hold up their ideas and try to reach a consensus. Write this on the flipchart.</p> <p>Then, ask them to write down all the things (tasks) that they typically do in a day/week. They should write each task on a separate post-it note. Allow 5-10 minutes. Put the post-it notes aside – we will come back to them later.</p>	<p>Optional slide 3</p> <p>Paper and pens.</p> <p>Flipchart</p> <p>Post-it notes</p>
10 mins	<p>Rocks in the Jar</p> <p>Take a large, clear jar and fill it with largish rocks (or tennis balls).</p> <p>Ask the delegates if the jar is full.</p>	<p>Optional slide 4</p> <p>Large clear jar/vase</p> <p>Rocks (or tennis balls)</p> <p>Pebbles (or marbles)</p>

Dual Branding in the header – own logo in most prominent position

Power Hour Website referenced in the footer

The website must be included - otherwise how is anyone who sees the training materials going to know where they can get more like this?



Here the module was to support a specific approach, so was tailored accordingly.



POWER HOUR

Opportunities for Coaching

Coaching is one of the most important things that a manager can do. Almost every task that needs to be done could represent a coaching opportunity to develop a certain individual, provide a challenge to a high-performer, or simply broaden the skill base of the team.

Coaching Opportunities

- When something new is introduced
- When staff say that they can't do something
- People seem unable to make their own decisions
- You notice an opportunity to try something new
- Mistakes are being made
- People are looking for more challenge in their work

Choose to coach rather than rescue and you will soon notice the difference in motivation and capability of your team.

Coaching is also vital for innovation. Growing a business means taking risks and trying new things. People are only likely to take those risks if they feel supported. Coaching ensures that new ideas are properly considered and people feel empowered to implement them.

Coach People to Achieve OKRs Page 8
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Own content added

Power Hour Website referenced in the footer

Once again, the website is clear. Because the training materials are so inexpensive, we want other potential customers to find them!

So, if you've been frustrated by uneditable materials in the past, or have been put off buying ours because you weren't sure how you were able to edit and customise, I hope that this has helped. ALL of our training modules are available in editable format. If you have any questions or queries, please get in touch.