Contents

Introduction
ABOUT THIS PROGRAM .................................................................2

Preparation
OBJECTIVES .....................................................................................4
AUDIENCE ............................................................................................4
INVITATION TO PARTICIPANTS .........................................................5
ROOM SET-UP AND EQUIPMENT .....................................................6

Presentation Tips
ESTABLISHING CREDIBILITY ..........................................................7
OVERCOMING ANXIETY ....................................................................7
CHOOSING YOUR VOCABULARY .......................................................7
GETTING RID OF THE “UMMS” ........................................................7
CONTROLLING THE SPEED AND TONE OF YOUR VOICE ..............8
STICKING TO THE SCHEDULE .........................................................8
ASKING AND FIELDING QUESTIONS ..............................................8

Training Session Overview
AGENDAS ..........................................................................................9
PRESENTATION OUTLINE .................................................................10

Tools
SELF-ASSESSMENT TOOL ..............................................................18
PERSONAL ACTION PLAN ...............................................................20

Presentation Materials
POWERPOINT® PRESENTATION ....................................................21
REPRODUCIBLE OVERHEADS .........................................................25

#1 Welcome ....................................................................................25
#2 Passion Defined ..........................................................................26
#3 “Passion Is” And “Passion Is Not” ..............................................27
#4 “Content-Based” vs. “Context-Based” Passions ......................28
#5 Characteristics Of “Passioneers ™” ............................................29
#6 The Passion Plan Model” .........................................................30

Program Evaluation
PROGRAM EVALUATION ...............................................................31

Notes
NOTES ...............................................................................................32
Preparation

Preparation is the key to effective training. There are several things you should do prior to the session:

Objectives

Define the objectives of your session. Objectives should coincide with the particular needs of your organization and reflect the content of this video program. Following are some objectives which participants should achieve through a properly conducted session based upon The Passion Plan: Putting Your Passion to Work:

1. Understand the meaning, purpose, and role passion plays in the workplace
2. Explore the common characteristics of those who successfully integrate passion into their work and lives
3. Learn the seven steps that are crucial to achieving desired goals
4. Begin developing a personal Passion Plan

Determining the objectives in advance will help you identify the approach to take for the training session—as each objective may be adapted to different presentation approaches. It is important to recognize that The Passion Plan is not a quick fix or a formula for success. It is a plan for life and a source of lasting, positive change. Participants will begin the Passion Plan process with the training session—viewing The Passion Plan: Putting Your Passion to Work video, understanding the concepts you discuss from the Leader’s Guide, and by working through the exercises in the Participant Handbook, both in-class and on their own. The process will continue well after the session is over, as participants bring their Passion Plan to life and discover ways to incorporate their passion into their work.

Audience

All associates within your organization will benefit from The Passion Plan: Putting Your Passion to Work Video Program. By creating an awareness of the true passion in their lives, and encouraging them to pay attention to those passions, you will be providing them with an opportunity to create greater personal and professional success and satisfaction. The excitement and enthusiasm this program will bring to your associates will carry over into their daily work and life.

The training session should have between 10 to 20 participants. Some of the exercises in this program require the participants to work alone, other exercises involve group discussion. When the group is too large, individual participation and attention may be lost.
Invitation To Participants

Send out letters or memos to participants, and/or post a notice, at least two weeks in advance of the training date. Include the location, date, time, and agenda.

Sample Invitation

Date: May 3, 20XX
To: All Associates
From: Sue Wilcox, Human Resources
Re: All Associate Training Session on “The Passion Plan™”

At our core, in our heart, resides all the power we need to bring about any change we may dream of or hope for. Unfortunately, few of us ever tap into it. We fear our heart rather than respect it. We feel vulnerable, exposed, and even foolish when we listen to its whisperings. Rather than embracing our passions and incorporating them into our work, we often lock them safely away to be called upon at a more practical time or during “non-work” hours.

Here at XYZ Corporation your job satisfaction is important to us and we want to help you discover ways to incorporate your passions into your work. “The Passion Plan™: Putting Your Passion To Work” is an exciting session that will help you identify what your true passion in life is. During this session you will also gain a better understanding of how to integrate your passions into your work, helping you improve your satisfaction both personally and professionally. The material we will be covering is extremely powerful, and we are excited to be sharing it with you!

Please plan to be at the training session on May 27 at 1:30 p.m. We will be meeting in the main conference room for a two-hour session. If for some reason you are unable to attend, please contact me at 768-9226 as soon as possible.

Objectives of the training session include the following:

1. Understand the meaning, purpose, and role passion plays in the workplace
2. Explore the common characteristics of those who successfully integrate passion into their work and lives
3. Learn the seven steps that are crucial to achieving desired goals
4. Begin developing a personal Passion Plan

Agenda:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:30-1:45</td>
<td>Introduction</td>
</tr>
<tr>
<td>1:45-1:55</td>
<td>Self Assessment</td>
</tr>
<tr>
<td>1:55-2:00</td>
<td>Objectives Review</td>
</tr>
<tr>
<td>2:00-2:20</td>
<td>Video</td>
</tr>
<tr>
<td>2:20-2:50</td>
<td>Discussion (Video)</td>
</tr>
<tr>
<td>2:50-3:20</td>
<td>Passion Plans in Action!</td>
</tr>
<tr>
<td>3:20-3:30</td>
<td>Summary &amp; Evaluation</td>
</tr>
</tbody>
</table>

We look forward to seeing you at 1:30 p.m. on May 27.
**Training Session Overview**

### 1-Hour Session Agenda

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>10 min</td>
</tr>
<tr>
<td>Self Assessment</td>
<td>10 min</td>
</tr>
<tr>
<td>Objectives Review</td>
<td>5 min</td>
</tr>
<tr>
<td>Video</td>
<td>20 min</td>
</tr>
<tr>
<td>Discussion (Video &amp; Overheads)</td>
<td>10 min</td>
</tr>
<tr>
<td>Summary &amp; Evaluation</td>
<td>5 min</td>
</tr>
</tbody>
</table>

### 2-Hour Session Agenda (Recommended)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>15 min</td>
</tr>
<tr>
<td>Self Assessment</td>
<td>10 min</td>
</tr>
<tr>
<td>Objectives Review</td>
<td>5 min</td>
</tr>
<tr>
<td>Video</td>
<td>20 min</td>
</tr>
<tr>
<td>Discussion (Video)</td>
<td>30 min</td>
</tr>
<tr>
<td>Passion Plans in Action!</td>
<td>30 min</td>
</tr>
<tr>
<td>Summary &amp; Evaluation</td>
<td>10 min</td>
</tr>
</tbody>
</table>
Passion Plans In Action!

If you are following the one-hour agenda, and have time remaining before the summary and evaluation, briefly review Overheads #2 - 6 below and the exercises in the Participant Handbook that participants will complete on their own.

If you are following the two-hour agenda, continue the discussion with the following overheads:

Overhead 2: Passion Defined
Clarify the differences between passion and passions

PASSION is personal intensity. It is an underlying force that fuels our strongest emotions. Our PASSIONS are the activities, ideas, and topics that elicit these emotions.

Many people confuse the word “passion” with “love” or emotional feelings that are unassociated with their work lives. Passion, or personal intensity, is the ingredient needed to make your work fulfilling and rewarding, and you are the only one who can contribute this critical component.

Passion in its purest form can be seen in young children. The excitement and energy they bring to each of life’s new discoveries is visible to the eye and inspiring in its sincerity. They pursue their passion with energy, optimism, and heartfelt enthusiasm.

To better understand the meaning of the word “passion” and how it relates to the workplace, it is helpful to consider what “passion is” and what “passion is not”.

Overhead 3: “Passion Is” And “Passion Is Not”
Further define what passion is and contrast this with what passion is not

Overhead 4: “Content-Based” vs. “Context-Based” Passion
Brainstorm with participants other content-based and context-based passions—add these to the overhead, or a flipchart, as the passions are shared

Overhead 5: Characteristics Of “Passioneers”
Review common characteristics of Passioneers
When spreading your passion, remember the following:
✓ Be enthusiastic
✓ Be genuine
✓ Don’t erect barriers
✓ Be consistent
✓ Be supportive of others

Step 7: Stay The Course

Although passion is a powerful force, it does not ensure that things will always go smoothly or even according to plan; however, it will provide the inner reserves of motivation and enthusiasm needed to reach your goal, even when things are difficult. The excitement and satisfaction that accompany passion can boost immunity, improve health, and provide the energy needed to face challenges and endure in the quest for a better, more fulfilling life. In Step 7, you will identify ways to keep your passion alive as you continue to pursue it.

Consider the following as you work through the exercise in Step 7 on page 19 of your Participant Handbook:
✓ What have I done to help make my passion special in my life?
✓ Have I taken the time and effort necessary to keep my passion alive? If not, what do I need to do differently?
✓ Who can help me maintain my enthusiasm for my passion?

In our last follow-up session, you will have an opportunity to share the impact creating and implementing your Passion Plan has had on your life at work.

Summary
Review the objectives of the training program using Overhead #1, and discuss how the objectives were achieved. If you are planning on bringing participants back together for follow-up sessions, set the date for the next session. Send them off with the assignment of working on Step 1 and Step 2 of their Passion Plan. Continue the follow-up sessions until all are well on their way to implementing their Passion Plan!

Evaluation
Distribute program evaluations to all participants and ask them to take a few minutes to complete them before they leave the session.
Presentation Materials

PowerPoint® Presentation

Setting Up Your Computer™ To Run The Passion Plan™: Putting Your Passion To Work Online Presentation

1. Install PowerPoint® Viewer 97.
   a. Insert disk #1 of PowerPoint® Viewer 97.
   b. Choose RUN from the START bar.
   c. Type A:\setup.exe (or B:\setup.exe).
   d. Press ENTER.

2. Install the PowerPoint® presentation.
   a. Insert the disk for the Passion Plan program.
   b. Choose RUN from the START bar.
   c. Type A:\passionplan.exe (or B:\passionplan.exe).
   d. Press ENTER.
   e. When the screen prompts you to Unzip the file in "c:\passionplan_pres", choose UNZIP. After the file has unzipped successfully, click on OK, then click on CLOSE.

3. Run the presentation.
   a. Open PowerPoint® Viewer 97 by clicking the START bar and selecting Microsoft PowerPoint® Viewer 97 from the PROGRAMS menu.
   b. Once in PowerPoint® Viewer 97, select the C: drive (see diagram), then double-click on the passionplan_pres folder.
   c. Next, double-click on <passionplan.pps>.
   d. The presentation will begin with Slide 1: Welcome To The Passion Plan: Putting Your Passion To Work Video Program. (Use the arrow keys on your keyboard or the mouse button to advance through the presentation.)
   e. Advance to Slide 2: Passion Defined.
   h. Advance to Slide 5: Characteristics Of "Passioneers™". Single-click to view the first characteristic. Continue to single-click to view each of the five additional characteristics.
   i. Advance to Slide 6: The Passion Plan Model™ (Entire seven step model will appear).
   j. Advance to Slide 7: The Passion Plan Model™ (Step one will appear immediately). Continue to single-click to view each of the remaining six steps in the model.

NOTE:
Diskettes Included In Video Package

*System Requirements:
- A 486 or higher processor
- Microsoft Windows® 95 operating system or Windows NT®
- 4 MB of memory, 12 MB for Windows NT® workstation
- 7 MB of hard drive space (9 MB free for installation only)
- VGA or higher-resolution video adapter
- Microsoft Mouse or compatible pointing device
Your input is IMPORTANT in helping us evaluate and improve our training programs. Thank you for taking the time to think about and respond to the following questions.

Course ___________________________ Date: _____________ Facilitator: ___________________

**About The Course**

1. Were the objectives of the course clearly stated? _____ YES _____ NO

2. How well were the objectives met by the course?
   - Were not met 1 2 3 4 5
   - Were met very well

3. How applicable will this training be to your job?
   - Almost none of the material will be applicable to my job
   - Some will be applicable, but some was confusing or irrelevant
   - Absolutely applicable, I look forward to seeing results soon

4. Was the information presented in a logical and understandable order?
   - Didn’t seem logical at all
   - Some was, some wasn’t
   - Yes, all of it seemed logical and understandable

5. How useful were the discussions, the Self-Assessment Tool, and the exercises in helping you learn the information?
   - Not useful at all
   - Somewhat useful
   - Very useful

6. To what extent did this training meet your expectations?
   - Did NOT meet my expectations
   - MET my expectations
   - EXCEEDED my expectations

7. What would you add or change to improve this course?

**About The Facilitator**

8. Was the facilitator positive and professional? _____ Very much so _____ Could improve

9. How well was the facilitator prepared and able to explain the information?
   - NOT well prepared
   - VERY well prepared

10. Did the facilitator create an atmosphere that encouraged questions and learning?
    - Yes
    - No
    - Facilitator should have: __________________________

11. Did the facilitator explain the material in ways that made it applicable to your job?
    - Very much so
    - Sometimes
    - Almost none was applicable to my job

12. Your comments on the facilitator:

[Reproducible Form]