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| **Booking Form**

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| Client Name & Contact Information: |  |
| Team Information:Leader /number of people |  |
| Date of request:  |  |
| Date of training: |  |
| Half day (am/pm) or full day: |   |
| Venue: Please note that the face to face workshops include use of a 12ft vinyl mat and the venue should ideally cater of this.  |  |
| Course Name: |  |
| Date of planning session: |  |
| Scope:  |  |
| Quote: |  |
| Emails of delegates: |  |
| Purchase Order: |  |
| Email address to submit invoice  |  |

**Insights Discovery Workshop Options**  |

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| Feedback Session A one hour feedback session introducing the Insights Discovery model and supporting the individual whilst they explore their profile using Zoom, Teams or facetime. The start of your self-discovery journey is here.\*The price excludes an Insights Discovery Profile. Xero:Insfeedback |  |
| Introduction to Insights Discovery (Remote Delivery)A two hour introduction to Insights delivered via Zoom, Teams or your company webinar software. The purpose of the workshop is to Introduce the Insights Discovery Model, explore and facilitate discussions on team preferences.This can be delivered in conjunction with Feedback Sessions for individual participants. Xero:Insremote |  |
| Foundation Workshop – Personal Effectiveness **A half day workshop**. Introducing the Insights Discovery model and helping people to improve their understanding of themselves to perform at their best. People can then easily adapt and connect with others, which leads to workplaces where innovation, creativity and productivity thrive. Xero:Insfoundation |  |
| Foundation to Trust Workshop**A half day workshop**. Introducing the Insights Discovery model and helping people to improve their understanding of themselves to perform at their best. Learning about others preferences to enable the team to build trust and working together to improve communication within a team. Leading to a team working better together. \***Includes a Planning Call and Design Work.** Xero:Instrust |  |
| Team Effectiveness Workshop A full day workshop. Effective teams are the building blocks of successful organisations, so it’s vital that they are balanced, focused and cohesive. Team effectiveness helps teams find their balance and give their best performance, even during in difficult times. \***Includes a Planning Call and Design Work.** Xero:Insteam |  |
| Effective Influencing & Negotiating / Sales Effectiveness Workshop A full day customisable workshop. Effective influencing and negotiating is based around the skills required for sales whether this is sales to a customer or selling a process, service or change to internal stakeholders. The workshop is designed to explore a sales person’s mindset, capability and behaviour at every stage of the sale. \***Includes a Planning Call and Design Work.** Xero:Inssales |  |
| Leadership Effectiveness Discovery Building on the foundation model of personal effectiveness, we work with leaders to explore their personal style and unique values. Through a series of workshops and/or coaching sessions, leaders explore and learn how their individual style and preferences manifest themselves in their leadership. Xero:Insleadership |  |

Insights Discovery Reports charged separately.

Workshop Cancellation terms: Between 28 and 14 days 25% charge, between 14 – 7 days days, 50% charge, 6 days or less 100%.

  **Insights Discovery Reports**

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| **Insights Discovery® Profiles** | X the chapters you would like included |
| Foundation chapter (mandatory)Includes introduction, contents, overview, strengths and weaknesses, value to the team, effective communication, barriers to effective communication, blind spots, your opposite type, dealing with your opposite type, suggestions for development and the Insights system graphics – as a first step to self-understanding |  |
| Management chapterEnables managers to consider their own management style as well as how they like to be managed, including motivation, working environment and preferred style of leadership |  |
| Effective Selling chapterExplores an individual’s approach towards each stage of the selling journey from preparation to follow-through. This chapter can be customised to reflect and match the specific needs of each company’s sales model. It can also be used in a more general sense to help understand personal negotiation and influencing style. |  |
| Personal Achievement chapterLeads an individual from an initial understanding of self towards an exploration of how they can grow and improve in different areas, including living on purpose, life and time management, personal creativity, lifelong learning. |  |
| Interview chapterA page of critical questions to assist in the selection process; the questions probe and stretch the candidate. Useful also for raising an individual’s self-awareness and guiding the development journey. |  |
| Full Insights Discovery Personal ProfileA full profile including all the above outlined chapters.  |  |

**Example**

Team Effectiveness Full Day Workshop for 10 people

Foundation chapter profile

Insights Bricks

Planning, design and delivery of Insights Discovery workshop

**Total cost £3000 +VAT**

This price excludes VAT and expenses.