

Life Styles Inventory™ / Group Styles Inventory™ Application Form



LIFE STYLES INVENTORY™ / GROUP STYLES INVENTORY™ APPLICATION FORM

SECTION 1: WORKSHOP SCHEDULE

| LOCATION | WORKSHOPS | COURSE DATE | CLOSE DATE | SELECT |
|-----------|--|--|-------------------|--------|
| MELBOURNE | Foundations Workshop 1 Technical Workshop 1 | 19-20 April 2017 24-25 May 2017 | 24 February 2017 | |
| SYDNEY | Foundations Workshop 2 Technical Workshop 2 | 26-27 April 2017 31 May—1 June 2017 | 3 March 2017 | |
| SYDNEY | Foundations Workshop 3 Technical Workshop 3 | 17-18 May 2017 28-29 June 2017 | 20 March 2017 | |
| BRISBANE | Foundations Workshop 4 Technical Workshop 4 | 24-25 May 2017 5-6 July 2017 | 27 March 2017 | |
| SYDNEY | Foundations Workshop 5 Technical Workshop 5 | 21-22 June 2017 26-27 July 2017 | 21 April 2017 | |
| MELBOURNE | Foundations Workshop 6 Technical Workshop 6 | 12-13 July 2017 16-17 August 2017 | 12 May 2017 | |
| SYDNEY | Foundations Workshop 7 Technical Workshop 7 | 19-20 July 2017 30-31 August 2017 | 19 May 2017 | |
| PERTH | Foundations Workshop 8 Technical Workshop 8 | 8-9 August 2017 12-13 September 2017 | 9 June 2017 | |
| SYDNEY | Foundations Workshop 9 Technical Workshop 9 | 23-24 August 2017 27-28 September 2017 | 23 June 2017 | |
| MELBOURNE | Foundations Workshop 10 Technical Workshop 10 | 11-12 October 2017 13-14 November 2017 | 11 August 2017 | |
| SYDNEY | Foundations Workshop 11 Technical Workshop 11 | 18-19 October 2017 22-23 November 2017 | 18 August 2017 | |
| SYDNEY | Foundations Workshop 12 Technical Workshop 12 | 15-16 November 2017 12-13 December 2017 | 15 September 2017 | |
| MELBOURNE | Foundations Workshop 13 Technical Workshop 13 | 29-30 November 2017 17-18 January 2018 | 29 September 2017 | |
| SYDNEY | Foundations Workshop 14 Technical Workshop 14 | 6-7 December 2017 17-18 January 2018 | 6 October 2017 | |
| SYDNEY | Foundations Workshop 15 Technical Workshop 15 | 31 Jan—1 Feb 2018 28 Feb—1 March 2018 | 17 November 2017 | |
| PERTH | Foundations Workshop 16 Technical Workshop 16 | 6-7 February 2018 6-7 March 2018 | 2 December 2017 | |
| SYDNEY | Foundations Workshop 17 Technical Workshop 17 | 21-22 February 2018 28-29 March 2018 | 21 December 2017 | |
| MELBOURNE | Foundations Workshop 18 Technical Workshop 18 | 14-15 March 2018 11-12 April 2018 | 12 January 2018 | |
| SYDNEY | Foundation Workshop 19 Technical Workshop 19 | 21-22 March 2018 18-19 April 2018 | 19 January 2018 | |

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N.B. Places on a Program are not guaranteed without a completed Application being received and processed by Human Synergistics. Places are allocated on a first come first served basis. Tentative placeholders do not secure a position on a Program.

SECTION 2: APPLICANT DETAILS

| | | | |
|-----------------|-----------------|-----------|--|
| Name: | | | |
| Job Title: | | | |
| Company Name: | | | |
| ABN | Purchase Order: | | |
| Accounts Phone: | Accounts Email: | | |
| Street Address: | | | |
| City: | State: | Postcode: | |
| Work Phone: | Mobile: | | |
| E-mail: | | | |

SECTION 3: GENERAL

What experience have you had with Human Synergistics products?

SECTION 4: PREREQUISITES

The LSI/GSI Accreditation Program assumes prerequisites of two (2) demonstrated competencies, namely coaching and facilitation skills.

COMPLETE ONE OF THE FOLLOWING:

1. Please attach a copy of your CV which lists your relevant professional qualifications and any continuing education programs you have attended, not limited to but including coaching and facilitation.

OR

2. Complete Section 4A and 4B on the following pages.

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A. Coaching Skills

1. Identify a recent Coaching assignment and answer the following questions:

| | |
|---|--|
| Outline the assignment: | |
| Outline the outcomes to be achieved: | |
| Outline the approach you took: | |
| Outline the outcomes actually achieved: | |

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2. Review the following coaching elements and identify where you believe you would rate yourself using the following 1 to 5 scale.

To what extent do you believe you display the following coaching competencies:

1 = Not at all

2 = To a slight extent

3 = To a moderate extent

4 = To a great extent

5 = To a very great extent

| Coaching Competencies | Rating |
|---|--------|
| 1. Meeting Ethical Guidelines and Professional Standards — Understanding of coaching ethics and standards and ability to apply them appropriately in all coaching situations. | |
| 2. Establishing the Coaching Agreement — Ability to understand what is required in the specific coaching interaction and to come to agreement with the prospective and new client about the coaching process and relationship. | |
| 3. Establishing Trust and Intimacy with the Client — Ability to create a safe, supportive environment that produces ongoing mutual respect and trust. | |
| 4. Coaching Presence — Ability to be fully conscious and create spontaneous relationship with the client, employing a style that is open, flexible and confident. | |
| 5. Active Listening — Ability to focus completely on what the client is saying and is not saying, to understand the meaning of what is said in the context of the client's desires, and to support client self-expression. | |
| 6. Powerful Questioning — Ability to ask questions that reveal the information needed for maximum benefit to the coaching relationship and the client. | |
| 7. Direct Communication — Ability to communicate effectively during coaching sessions, and to use language that has the greatest positive impact on the client. | |
| 8. Creating Awareness — Ability to integrate and accurately evaluate multiple sources of information, and to make interpretations that help the client to gain awareness and thereby achieve agreed upon results. | |
| 9. Designing Actions — Ability to create with the client opportunities for ongoing learning, during coaching and in work/life situations, and for taking new actions that will most effectively lead to agreed upon coaching results. | |
| 10. Planning and Goal Setting — Ability to develop and maintain an effective coaching plan with the client. | |
| 11. Managing Progress and Accountability—Ability to hold attention on what is important for the client, and to leave responsibility with the client to take action. | |

B. Facilitation Skills

1. Identify a recent Facilitation assignment and answer the following questions:

| | |
|---|--|
| Outline the assignment: | |
| Outline the outcomes to be achieved: | |
| Outline the approach you took: | |
| Outline the outcomes actually achieved: | |

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2. Review the following facilitation elements and identify where you believe you would rate yourself using the following 1 to 5 scale.

To what extent do you believe you display the following coaching competencies:

1 = Not at all 2 = To a slight extent 3 = To a moderate extent 4 = To a great extent 5 = To a very great extent

| Facilitation Competencies | Rating |
|---|--------|
| 1. Differentiate between process (who, why, how) and content (what) <ul style="list-style-type: none"> • Hold focus on group process, including the social and emotional needs • Make the process visible e.g. through feedback | |
| 2. Monitor and maintain awareness of one’s own process | |
| 3. Manage individual and group warm-up <ul style="list-style-type: none"> • Manage transitions for people from one state of mind to another • Manage and guide beginnings and endings. | |
| 4. Bring a process focus to briefings, preparation and design of sessions/meetings | |
| 5. Readily access a range of diagnostics frameworks <ul style="list-style-type: none"> • Group dynamics, stages of group development, models of human behaviour | |
| 6. Activate effective verbal and non-verbal communication skills <ul style="list-style-type: none"> • Listening, questioning, supporting, challenging, invoking responses, counselling | |
| 7. Readily access a range of planning and problem-solving methodologies | |

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SECTION 6: PROFESSIONAL INDEMNITY INSURANCE DETAILS**Please see page 10 for further information.**

Applications will not be processed without these details. Please contact us if your company does not have PI Insurance.

| | |
|--|--|
| Professional Indemnity Insurance Number: | |
| Indemnity Insurance Provider: | |
| Amount for which you are Indemnified: | |

SECTION 7: NOMINATED CLIENT DETAILS**Please see page 10 for further information.**

Applications will not be processed without these details.

1. First person you will be debriefing after training

| | |
|------------------------|--|
| Clients Name: | |
| Clients Organisation: | |
| Clients Email Address: | |

2. (Not included in the cost of Accreditation)

| | |
|------------------------|--|
| Clients Name: | |
| Clients Organisation: | |
| Clients Email Address: | |

3. (Not included in the cost of Accreditation)

| | |
|------------------------|--|
| Clients Name: | |
| Clients Organisation: | |
| Clients Email Address: | |

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SECTION 8: PAYMENT AND ADMINISTRATION DETAILS

A. Investment

| | |
|--------------------------------|----------------|
| Foundations Workshop (Part 1): | \$2,500 |
| Technical Workshop (Part 2): | \$2,500 |
| Recall Workshop (Part 3): | \$500 |
| TOTAL: | \$5,500 |

B. Payment

| | | |
|--|-------|---------------|
| Name on Card: | _____ | |
| Card Number: | _____ | Expiry: _____ |
| CCV: | _____ | |
| I give authority for the above card to be charged by Human Synergistics Australia Pty Ltd. | | |
| Cardholder Signature: | _____ | |

Payment can be made via Electronic Funds Transfer, Credit Card*, Cheque, Credit Account.

*A 2.5% surcharge applies when payment is made via credit card.

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READINESS STATEMENT

We advise participants who are undergoing significant personal stress to postpone attendance, as the learning experiences can be intensive and unsettling emotional experiences.

Informed Consent

Participants enter the Workshop aware that the group work training involves the development of new views and new actions with respect to their own professional and personal life and that this is likely to have a significant emotional impact. In the course of the explorations and expression, participants are always in charge of and responsible for the level of their interactions and self-disclosure. The act of enrolling in itself indicates an applicants understanding and acceptance that such explorations are part of the Workshop.

NOMINATED CLIENT DETAILS

Applicants are to provide details of three (3) nominated clients at the time of application.

Applications will not be processed without details for three (3) clients.

Your first client will be the first person you debrief using the LSI. They will complete their own LSI 1 & 2 and their data is essential for you to be able to attend the Technical Workshop (Part 2). This first diagnostic is included in the cost of your Accreditation.

Hand pick a nominated client who will support you through the development experience and who you already work with.

As you will present on three (3) clients you have debriefed in the Recall Workshop, please provide details for an additional two (2) clients, who's projects will be set up at the conclusion of the Technical Workshop. The cost of these two (2) projects *are not* included in the price of Accreditation. These will be invoiced at the time of project setup.

PROFESSIONAL INDEMNITY

Applicants are to provide Professional Indemnity Insurance details at the time of application. For internal Consultants, if Insurance details are not available, their Employer agrees to complete a Human Synergistics Corporate Deed.

Applications will not be processed without Professional Indemnity Insurance details or a completed Corporate Deed.

Professional Indemnity Insurance will cover you from potential threats, such as claims for alleged negligence or breach of duty arising from an act, error or omission in the performance of you professional service. It will therefore provide you with comprehensive protection for your asserts against claims for financial loss or injury arising from your professional service. This will allow you to carry on your business safely in the knowledge that you are covered by your Professional Indemnity Insurance and that in the event of legal action, you and your business will be protected.

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ACCREDITATION DEED

Applicants are to agree to, sign and return a copy of the Individual Accreditation Deed to be kept on file.

Tool use may be limited until a copy has been received.

CANCELLATION POLICY

LSI/GSI Accreditation Cancellations

Cancellations or postponements will be accepted up to 35 days (5 weeks) prior to Foundations Workshop commencement at no charge.

Cancellations or postponements 35 days or less, but more than 21 days from Workshop commencement will incur a fee of \$1250 (representing a cancellation fee of 50% of Workshop cost).

Cancellations or postponements 21 days or less from Workshop commencement will incur the full Workshop fee of \$2500.

Technical Workshop Transfers

Having attended a Foundations Workshop (Part 1), there will be no refund of the fee paid for the Technical Workshop component unless extenuating circumstances exist.

Transferring to an alternate Technical Workshop will be accepted up to seven (7) days before Workshop commencement and will not incur a fee, provided transfers are to an alternate Workshop held within a three (3) month period of the Foundations Workshop. Transfers will be dependent on availability.

Transfers with seven (7) days or less notice, if they can be accommodated, will incur an administration fee of \$550.

Recall Workshop Cancellations

Cancellations or postponements will be accepted up to 10 business days before the Workshop.

Cancellations or postponements 10 days or less, but more than five (5) business days from Workshop will incur a fee of \$150.

Cancellations or postponements five (5) working days will incur the full Workshop fee of \$500.

In signing this document, I agree that I have read, understand and accept the terms and conditions outlined in this document:

Name: _____

Signature: _____ Date: _____