

MOVING UP



**THE MOVING UP PROGRAM
CLEARLY PROVES THAT IN EVERY
ORGANIZATION SOMEONE IS GO-
ING TO MOVE UP.**

IDEAL EMPLOYEES ARE THOSE WHO:

Think big

*Work diligently to become indispensable
Achieve their goals and make
their dreams come true*

For the employee:

- ✓ MOVING UP isn't about playing it safe—it's about taking chances with the creativity and exceptionalism inside them.
- ✓ MOVING UP is about a choice—and it's about their life and goals.
- ✓ MOVING UP is about leading and making a difference—it's about succeeding.

Every employee has the brilliance and the excellence inside them that they need to shine. Don't you want employees who dream about what their professional future will be, in 5 years or 10 years?

When a company has real professional, truly indispensable employees who work for them, and get promoted, the company benefits in so many ways.

How does a company motivate their employees to be THAT employee? The key to MOVING UP is not about that next paycheck or next promotion. It's about the future—and the desire to move up.

Why is it important for employees to move up in the organization?

One thing that limits employee growth is that they don't dream; rather they prefer to feel secure and content. For many reasons—low self-worth, complacency, lack of ambition, fear—they do not believe that they can move up and accomplish more.

- What can you do to ignite that employee, to make him or her want MORE?
- How can you eliminate their self-imposed limitations, and make them believe and know that they can be more successful?
- How can you convince them to use all their talents and abilities?

Until they remove their self-imposed limitations and ignite their internal dreams, they will remain stagnant. You want them to become indispensable, to grow, to achieve and to accomplish

great things. This will make for happier employees, plus it will positively affect your business.

Mastering the MOVING UP program will:

- ✓ Encourage employees to be proactive in their daily life, and work to overcome their self-imposed limitations and fears.
- ✓ Help them focus on their dreams for the future, and on believing in themselves and their abilities.
- ✓ Clearly instruct them to use visualizations and affirmations.
- ✓ Guide them in developing their skills by using their time and determination.
- ✓ Teach them how to sharpen their skills and increase their personal motivation.

The opportunity exists for them to excel and succeed. Now is the right time to step forward.

MOVING UP: IT'S THEIR CHOICE TO DECIDE TO SUCCEED

Employees have much more talent and ability inside of them just waiting to burst out, skills that will benefit any organization or customer. The old system is outmoded.

Employees were rewarded for showing up for work, doing what they were told, listening to their manager, and fitting in. It's no longer that simple.

To truly succeed and accomplish their goals, employees need to change their outlook on life, and adjust their attitude. Then they will have the opportunity to:

- Succeed beyond their wildest dreams
- Actually enjoy their work
- Make a difference in the work they do
- Unlock the genius and skills they possess

*Employees who succeed get ahead by doing more,
And working creatively—Being extraordinary by being faster, more remarkable and more human.*

To succeed, they first have to believe that it's possible—it's taking a chance... nothing will happen if they don't believe in themselves and trust in their own abilities to succeed. They have to want to succeed.

What makes an employee indispensable?

- ✓ Thinking creatively
- ✓ Being proactive
- ✓ Caring about making human connections
- ✓ Staying passionate, even if risk exists
- ✓ Bringing out their best
- ✓ Being "difference makers" in all they do

Organizations need successful employees

*Every organization needs people who bring their best,
And strive to be difference makers in the work they do.
Some organizations may not realize it yet, or haven't articulated it,
but what they really need are innovative thinkers and artists.*



DEVELOPING SUCCESSFUL EMPLOYEES

Indispensible employees are the driving force of the future.

The extraordinary employee will challenge the status quo.

The indispensable employee will move up with a new attitude, and use the tools at his or her disposal to improve through available training.

When they are proactive and confident in their own skills, they:

- Put themselves on display for their customers and supervisors all the time, and in every job or capacity in which they find themselves.
- Show others that they believe in themselves and their talents, and that they can handle anything, including success.

If they do great work, they will be rewarded with the knowledge they're doing something great. As a result, their day will snap into alignment with their dreams. They will be prepared to conquer bigger and better things at higher and higher levels, and they no longer have to pretend they're mediocre. They will be free to be extraordinary.

Which kind of employee do you want?

One who complains, is uncooperative, argumentative, and often despondent? Coworkers, customers and managers know those employees are unhappy because they show it every day, all day. Or do you want an employee that makes the best of every situation, is enthusiastic and engaged in representing the company well both internally and to the customers?

MOVING UP employees develop, succeed and become indispensable by:

- ✓ Using personal affirmations
- ✓ Setting goals
- ✓ Being proactive
- ✓ Performing self-assessments
- ✓ Accessing personal and professional training
- ✓ Reducing self-imposed limitations
- ✓ Overcoming fears and anxiety
- ✓ Most importantly: believing in themselves

MOVING UP employees invest in their success—and ask themselves...

What does it mean to stand out and make a difference?

How do I get from here to there?

What areas do I need to strengthen and improve?

Do I show I'm passionate about my work?

How can I cash in on opportunities?

How can I differentiate myself from other employees?

How do I find a mentor to advise me on my career?

Employees need to avoid modeling themselves on people who are less successful or have a negative and degenerative attitude. They need to find people who want more out of life, and more money in their paycheck. They need to spend time with and rely on people who want to move up—gravitate toward successful people with a positive attitude because it rubs off on them, and funnels down into their everyday life on the job and at home. They begin to look at the bright side of every situation and try to find ways to solve problems and improve outcomes. It makes them want to work harder, to become just as successful, and make themselves indispensable and extraordinary.

EMPLOYEES ARE THE KEY TO THEIR OWN SUCCESS AND TO BENEFITING THEIR COMPANY

MOVING UP is a system designed to help employees improve their own feelings of self-worth and move up within their organization. It is structured to dramatically increase their belief in themselves by focusing on their own skills, talents, and abilities as well as identifying areas for improvement and further development.

MOVING UP will have a powerful impact on employee success and performance. Committed participation and support from you and their co-workers is essential. This Leader's Guide is designed to provide the tools they need to generate that support.

THE FACILITATOR PACKAGE INCLUDES:

The MOVING UP program has three components:

- 1) Two DVD (totaling 64 minutes of vignettes and instructional information)
- 2) A leader's guide
- 3) The MOVING UP participant package (participant book, technique card, certificate of accomplishment, performance standards)

VIDEO: Shot on location at various businesses, it features realistic, everyday scenes of employee situations and interactions. It corresponds to the program by section: For instance, Section 1 in the video corresponds to Section 1 in the Leader's Guide. At the end of each video segment, the Group Leader is directed to turn off the video and turn to the next exercise or activity.

The goals of the MOVING UP program are to:

- Increase the self-worth and self-image of every employee in the organization through the daily practice of moving up techniques; *and*
- Help employees actively seek out opportunities for advancement
- Help employees recognize opportunities when they arise, *and*
- Compel them to take advantage of them to improve their position, skills, or future prospects.

THE LEADER'S GUIDE is divided into 10 parts: the Leader's Introduction and the 9 training sections. The introduction provides them with the information they need to get the program up and running effectively. It includes:

- ✓ A complete transcript of each video
- ✓ All exercises, and in-class activities
- ✓ Suggested leader text or key points for the leader to cover
- ✓ Sample or likely participant responses to questions and activities
- ✓ Implementation suggestions and training hints
- ✓ Additional follow-up questions
- ✓ Space to record sample participant responses to questions

To achieve these objectives, **MOVING UP** should be conducted in a systematic, organized manner. At the same time, these sessions should be relaxed and informal. The program is designed for between 8 and 15 participants, and each session should run approximately three hours (four hours in developing countries).



THE PARTICIPANT BOOK is the activity guide and resource for each participant. It includes 106 pages of techniques, strategies, exercises, activities, and assessments. Like the Leader's Guide, the Participant Book is divided into sections. Each section includes introductory and resource information to supplement and expand on material presented in the video segments. Also included are all program exercises and suggested assignments, optional exercises, skill practice, etc.

The Participant Book material is rich in examples, illustrations, and strategies that support and expand upon the video segments and exercises in each section. As a Group Leader, they can take advantage of this material when introducing new topics or when providing answers to participant questions.