Model-Netics Instructor Training Program

| ITP Part I | **Model-Netics Orientation Session - Instructor Guide** | Page 1 of 3 | **MAIN EVENT MANAGEMENT INSTITUTE** |

1. Introductions	• Welcome the participants to the Orientation Session.
	• Model-Netics Instructor Introduction. Spend a few minutes introducing yourself utilizing the Instructor Profile.
	• Senior Officer Endorsement. This is a good time to introduce the organization's CEO/Senior Officer who can give a brief testimonial and organization endorsement of Model-Netics.
	• Participant Self Introductions. Each participant should introduce themselves.
2. Why are we here?	• Although there are many potential answers to this question, i.e., "To learn Model-Netics", "To gain personal improvement", "Because I was told to be here" -- the answer we'll focus on today is, "Because you are part of an organization."
	• An organization is a group of individuals united by a common objective(s). You are here today because of your relationship with (sponsoring organization).
	• You can assume, therefore, that you are here because (sponsoring organization) believes Model-Netics will improve in some way the way you go about reaching those objectives.
3. What is Model-Netics? What is a Model?	• A literal translation of Model-Netics is "models in action."
	• Model-Netics is a system composed of 151 models, each model representing a fundamental organizational concept. The models function as "guides to thought and action."
	• What is a model? - A representation of something.
	• *Demonstrate a couple of models that will give students an idea of what to expect. Suggestions: Change Curve, Northbound Train.*
4. What will you know when you finish this course?	• Learning the 151 models in Model-Netics provides a contextual framework for understanding how organizations work.
	It's interesting to note that some people put in years of work in a business or getting college degrees and as a result may understand Accounting, Finance, Investments, Marketing, and many other subjects. But one ingredient that nearly every one of them will admit is missing is a real understanding of **"how organizations work."** None of the programs they were exposed to pulls it all together.
	• Model-Netics provides a synthesis of a lot of different subjects and as a result presents a contextual framework for understanding how organizations work.

5. What core knowledge is needed in order to know how organizations work?	• The collection of subjects would include change, selection, evaluation, compensation, delegation, motivation, planning, management process, communications, learning, training, control, problem solving, decision-making, and leadership. • These subjects are the titles of the sessions in the Model-Netics Basic Course. They are reflected on the Course Schedule and on the Session Grids beginning on page 13 of the Memory Jogger. • *Preview the sessions using Session Grid CD or Session Grid transparencies.*
6. Who needs to know how organizations work and why?	• The answer to this question is, "Anyone in an organization who makes decisions...and anyone who follows decisions made by others." This includes every individual in the organization. • The guides to thought and action provided by the models will make organizational decisions more effective and efficient. • When individuals who will implement these decisions understand the reasoning behind these decisions and understand the language used to communicate the decisions, the result is **intelligent followership**.
7. What are the benefits of this course to an organization?	• A shared understanding of **how organizations** work is a necessary condition for organizational performance improvement. • Present Model 12 -- *Attitude Stair Steps*. • As you can see, the common understanding produced by pre-agreement on 151 fundamental organizational concepts provides a strong base for consistent, compatible behavior by individuals in an organization. • An analogy can be made to a symphony orchestra -- if everybody in the orchestra understands music theory, symphony mechanics, etc. (or "how an orchestra works") the orchestra can get organized much faster, learn new music faster and easier, and ultimately perform much better.
8. What are the benefits of this course to individual participants?	• Organizational improvement accrues to the benefit of individuals in that organization -- a win-win relationship. • Peter Drucker, a well-known management scholar, has noted that we are "a society of organization." Virtually all of us belong to a large number of organizations -- churches, civic groups, charitable organizations, education institutions, fraternities and sororities, social clubs, Boy Scouts and Girl Scouts, etc. Knowing Model-Netics (and how organizations work) will help you in all organizations, not just in your work. • You will discover that every time you use Model-Netics, you will learn something from it that you didn't know before - a new insight, a new relationship, or sometimes information that was there but you hadn't seen it before. This is true not just while you're learning the models, but long after you've mastered the material. That's why we call Model-Netics the "Lifetime Learning Tool."

9. What is unique or special about the instructional methods used in conducting the Basic Course in Model-Netics?	There are many things about Model-netics that make it unique and/or special: • Models -- The course is structured around learning each of the 151 models. Each model represents a discrete idea and you will learn them one at a time, from 8 to 12 models a week. • Instructional Grids -- The models are grouped by subject in instructional grids for teaching purposes. Each week a new grid will be presented. These instructional grids help keep you focused and on track during the sessions and make it easier to see relationships between the models as they pertain to the subject. *Refer to the Memory Jogger to reinforce the ideas of models and instructional grids.* • Course Schedule -- Refer to the Course Schedule. Participants should mark their calendars now to be sure they don't miss any of the sessions. • Course Book -- Refer to the Course Book and walk participants through the contents. Explain that the Course Book will become their permanent reference for the material, so they should develop it with care. Tell them that we'll discuss the special note-taking procedure in frame #10. • Course Information -- Much of what we cover will not be totally new, but it will be presented in a model format that will make it easy to remember and easy to use. "It's not what you know. It's how much you can remember of what you know when you need it in REAL TIME."

10. Expectations (SNAAAP)	• Study -- Suggested 3 hours after each session (includes individual review, discussion with other class members, and transfer of notes -- next point).
	
	• Notes -- Describe the Double-Entry Note-Taking procedure:
	
	  1. Take careful notes in class on a separate note pad; and
	  2. Later, in our study time, organize your thoughts and enter your notes on the model definition pages in the Course Book.
	
	• Attitude -- Open Mind. By the 3rd or 4th session, you'll see it all starting to come together.
	
	• Attendance -- MEMC recommends at least 80% (16 of 20 sessions). Make up missed sessions with Computer-Based Training (CBT).
	
	• Application -- Use the models in your work, daily. Review your Memory Jogger for 15 minutes per day to keep fresh and ID potential applications for your job, today!
	
	• Participation -- Participate in class. Give examples. Ask questions. Take an active role in learning.