

Trainers, HR Managers & Team Leaders

INSPIRE, INFORM & INTEGRATE YOUR TEAM



...with activities, tests, quizzes,
icebreakers & energizers
created by the
inspirational trainer
John Townsend

Buy 3
SAVE
£20

Buy 2
SAVE
£10

3 POCKETFILES



Inspire, inform and integrate your team with these three imaginative and creative Pocketfiles – the work of the inspirational trainer John Townsend. Each Pocketfile is packed with innovative activities, exercises, tests, quizzes, icebreakers and energizers that will set alight your next training event.

Participants will learn key management skills in an explosive and entertaining manner. Townsend is passionate about training that stimulates all of the learning

channels – auditory, visual and sensory – in a way that maximises memory retention and recall. The Blue, Green and Red Pocketfiles embody the author's drive and enthusiasm and his lifetime's experience of delivering cutting-edge training around the world.

CD ROM

Each Pocketfile comes with a CD ROM from which, at the click of a button, you can print out attractive participant handouts, namely the instruction sheets, clue cards and maps that you will need for the activities. The CDs can be used with both PCs and Apple Macs and are clear and simple to use.

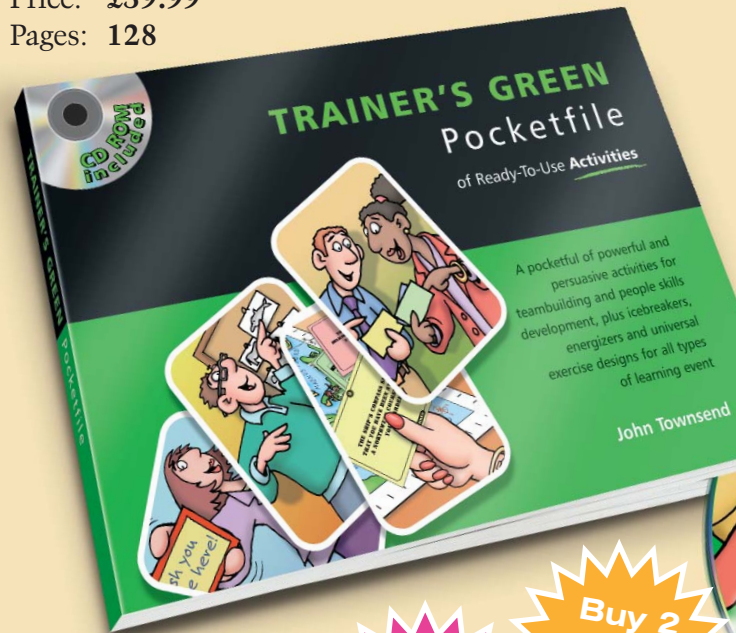
Set out in this brochure is a comprehensive listing of what each of the three Pocketfiles contains.

TRAINER'S GREEN Pocketfile

ISBN: 1 903776 38 4

Price: £39.99

Pages: 128



**Buy 3
SAVE
£20**

**Buy 2
SAVE
£10**

Icebreakers & Exercise Designs

10 icebreakers and universal exercise designs to:

- Encourage participant inclusion
- Provide facilitator with insight into participants' motivations, attitudes and perceptions
- Recap/test learning and gain practical feedback



Supertanker

A 200,000 tonne supertanker must thread its way through narrow fjords to reach its final berth. There are several alternative routes, some more hazardous than others. Which team can steer the ship to safety? This 75-90 minute exercise teaches the six essential steps of planning and demonstrates the need for co-operation, sharing and synergy in a team.

Murphy

Top management of an Irish whiskey company requires a vital sales figure urgently. Each member of the team has some necessary information but, unfortunately, Mr Murphy, the European Sales Manager, has disappeared with some key data. It's a race against the clock to locate him. This team activity, lasting 75-90 minutes, highlights the interdependent nature of teamwork and teaches team planning, communication and leadership skills.



Road Names

Described as a 'devilishly difficult exercise', Road Names demonstrates the need for a robust decision-making system within a team and provokes debate as to which type of system works best for a decision involving personal opinions and values. Competing teams will learn consensus-seeking, leadership and facilitation skills. Duration: 60 minutes.

Monday Meeting

For teams of 4-7 members, Monday Meeting exposes all the classic pitfalls of meetings and shows how to plan for their elimination. Participants will learn the importance of structuring and controlling meetings and will be able to practise essential skills such as: chairing, influencing, listening, consensus-seeking and decision-making. Duration: 90 minutes.

ICEBREAKERS & ENERGIZERS

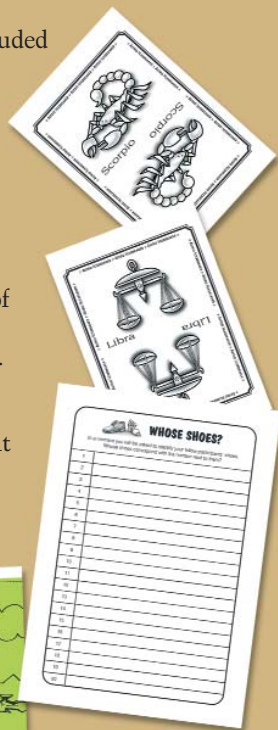
Icebreakers will:

- Get your training event off to a flying start
- Accelerate trainee participation
- Ensure every participant feels included

Energizers will:

- Maintain high energy levels throughout training
- Retain participant concentration
- Keep the group cohesive

Each of the three Pocketfiles – Blue, Green and Red – contains a variety of icebreakers and energizers to trigger participant involvement and interest. Fun, fast and functional, there are activities for both small and large groups and for all levels of participant self-revelation. See individual Pocketfile descriptions for more details.

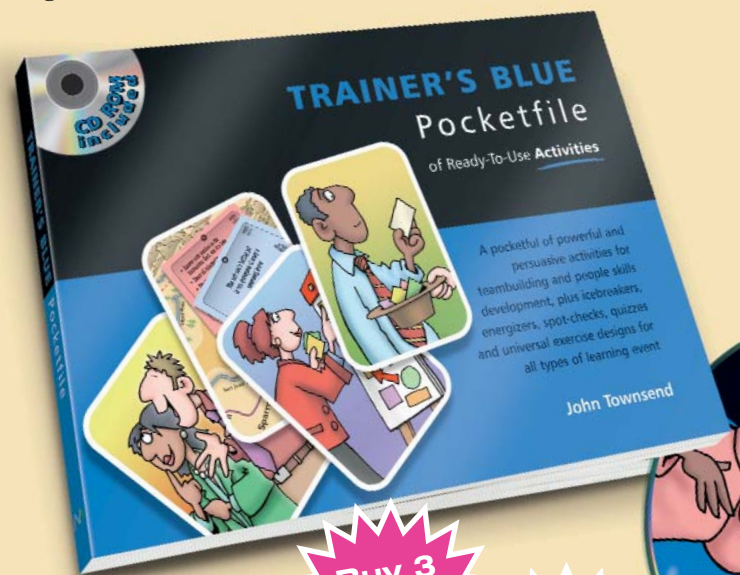


TRAINER'S BLUE *Pocketfile*

ISBN: 1 903776 37 6

Price: £39.99

Pages: 112



Buy 3
SAVE
£20

Buy 2
SAVE
£10

Icebreakers & Energizers

- 20 activities to break the ice among your participants and pump up energy levels
- Each activity classified high, medium or low in terms of participant self-revelation
- Full instructions and advice with each activity

Universal Exercise Designs

- 5 exercise 'templates' for gap analysis, effective learning and recap



Spot-checks

- Used to check each participant's evaluation of the training process
- Trainer can confirm that course is on track, identify aspects of the training that require modification and identify individuals who require special attention
- One-, two- and three-dimensional versions to encourage feedback on different aspects of the training

Teambuilding Activities

- 8 absorbing activities to accelerate the teambuilding process, covering: team role clarification, interdependence of members, team leadership expectation, trust and confidence building, group problem-solving and creative thinking
- Most activities range in duration from 15 minutes to one hour

Westrek

The setting for the intriguing and popular activity is the American 'Wild West'. Small groups are dropped at night at an unknown location. Their task – using the map, clue cards and back-pack of survival rations and equipment – is to reach the town of Sparroweye by a specific date. This 90-minute exercise will teach participants the five essential steps of planning and the need for co-operation, sharing and synergy.

Forest Fire

A fierce forest fire is raging. The inhabitants of a chalet are in danger. Not all of them can be certain of rescue. Life or death decisions have to be made. Team decision-making issues, prejudices/attitudes and the ability to reach consensus are all dealt with in this delicate, values-driven activity.

Tests & Quizzes

- Questionnaires identify participant knowledge level before and after training
- Recap quizzes test knowledge retention
- 'Superstar' is used at the start and end of training to establish criteria against which to plan for change
- Memory test creates awareness of brain power

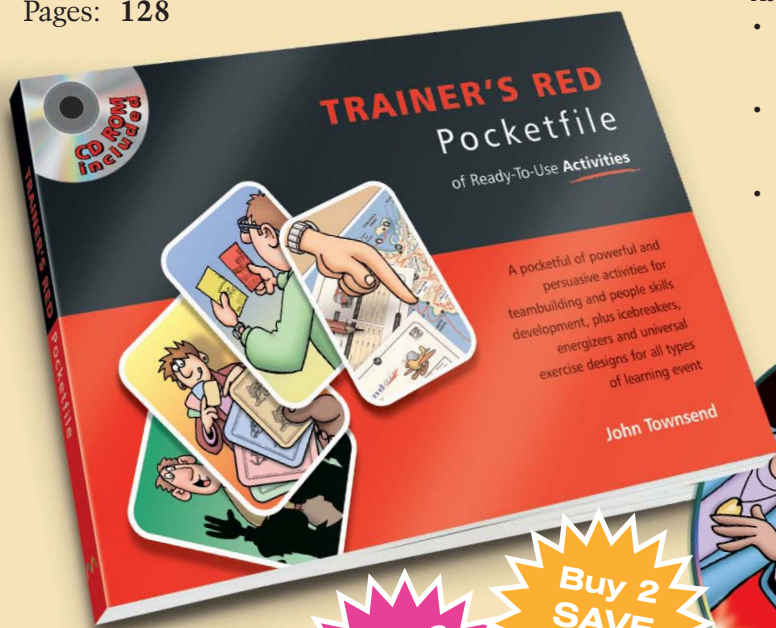


TRAINER'S RED Pocketfile

ISBN: 1 903776 39 2

Price: £39.99

Pages: 128



Icebreakers & Energizers

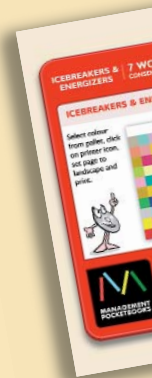
Activities (8 in total) including:

- 'Job titles' for trainers who are worried that adults don't like playing games
- 'Tell-tale objects' for, in particular, behavioural courses; and
- 'Whose shoes?', a fun activity especially relevant for communication courses

Universal Exercise Designs

Includes:

- 'Jigsaw learning', a devastatingly powerful way of ensuring that learning takes place
- 'Musical walls', a high-energy exercise adaptable for just about any training context (10-12 participants)
- 'Force-field analysis', for understanding problem situations and planning corrective actions
- 'Detective enquiry', useful as a recap and to add interest to dull subjects
- 'Role debate', to help participants confront new ideas/methods



TRAINERS' RESOURCES

Master trainer John Townsend has written other books in the Management Pocketbook Series (several with co-author Paul Donovan):



7 Wonders

Participants are asked to make personal choices (their seven wonders of the modern world) and then to join 5-8 person groups to make a final team selection within 30 minutes. The learning comes from how they decide, the process of give and take, compromise, logical argument versus emotion, and more.



Terra Nova

For teams of 4-9 people; their destination: Terra Nova, Newfoundland; their challenge: to reach one of five lakes. The teams must cost at least three alternative methods/routes (bus, ferries, hiking, 4-wheel drive hire, plane, rafting, etc). Their decision depends on the strategy they (or their leader) adopt – how they balance speed, cost, physical activity and other factors. Participants will practise leadership, planning, data organisation and decision-making skills.

Viking Attack!

'My most useful and consistently popular exercise', says John Townsend of Viking Attack!. Teams of 5-7 members work against the clock to discover, aided by clue cards, when and where a fictitious Viking attack took place. The process involves electing a leader, objective-setting, teamworking, organisation, communications and delegation. Which of your teams will beat the sub-9 minute 'world record'?

To order the Pocketfiles or any of our Pocketbooks, please complete the separate order form or contact Management Pocketbooks at the address on the back cover. Please note, no other discounts or special terms apply to the offer advertised in this brochure.



MANAGEMENT POCKETBOOKS

'words that speak volumes'

Management Pocketbooks Ltd
Laurel House Station Approach
Alresford Hampshire SO24 9JH UK

Tel: +44 (0)1962 735573
Freephone: 0800 028 6217 (UK only)
Fax: +44 (0)1962 733637
Email: sales@pocketbook.co.uk
Web: www.pocketbook.co.uk

Pocketbooks distributed in Australia & New Zealand by:
Bookwise International 174 Cormack Rd Wingfield SA 5013
Tel: +61 8 8268 8222 Fax: +61 8 8268 8704
Email: orders@bookwise.com.au

Many of the activities
in each of the three Pocketfiles are
supported by attractive participant handouts
which can be printed out at the click of a button
from the Blue, Green and Red CD ROMs
that are included in the price.

