



The Kolbe Connection

A monthly newsletter published by the Kolbe Company to highlight a wide range of support services available to trainers, organization development consultants, facilitators, and other highly motivated professionals.

Training Programs in Sacramento, CA

Group Facilitation Methods

May 1-2, 2003

July 7-8, 2003

September 4-5, 2003

Cost: \$495

- Reduces time spent on conflict resolution and prevents conflicts
- Allows groups to discover their own motivation
- Gets a deepened personal commitment
- Points to visible results
- Saves time and money through increased productivity

Participatory Strategic Planning

June 9-10, 2003

Cost: \$495

- Improved communications
- Expanded responsibilities for better results
- Organization alignment
- Immediate implementation
- Accomplishments exceed expectations

Mastering ToP®

August 7-9, 2003 *Session 1*

November 13-15, 2003 *Session 2*

February 19-21, 2004 *Session 3*

May 6-8, 2004 *Session 4*

Cost: \$3,000

- Helps teams focus their creativity
- Provides a wide range of practical tools
- Design processes to facilitate complex situations
- A supportive community of colleagues
- Learn how ToP® methods relate to other facilitation and organizational development methods

See reservation form on page 2

SUPPORT SERVICES

The Kolbe Company is a Sacramento-based firm, specializing in meeting facilitation, organization development, and consulting for state and local government agencies and non-profit organizations.

With over twenty years of experience, Heidi Kolbe, Principal, is dedicated to providing a number of support services for trainers, organization development consultants, and facilitators. Our goal is to combine high-quality materials with professional instruction for a stimulating learning environment for facilitation skill building. We support electronic meetings.

Using a local area network of computers, participants learn to organize, set priorities, and evaluate information quickly and efficiently. All services are provided on-site in a fully-equipped training facility, convenient to Downtown Sacramento.

FACILITATION SKILL BUILDING

Whether for leadership, teamwork, communication, or in-house topics, the Kolbe Company offers a number of advanced facilitation training programs that will make a difference for you. In particular, the *Technology of Participation (ToP®)* methods are used as tools to enable highly energized, productive, and meaningful participation. Structured participation leads to deeper levels of commitment, greater capacity for sharing wisdom, and owning decisions arrived at collectively. ToP® methods help groups to be more responsive to change and more creative in implementation.

- **Group Facilitation Methods.** Learn three proven processes for activating group participation – Focused Conversation Method, Consensus Workshop Method, and the Action Planning Method. Gain hands-on experience practicing methods and explore ways to apply them to your specific situation. The program is recommended for anyone actively involved in the leadership and facilitation of large groups and organization teams.

- **Participatory Strategic Planning.** A multi-structured planning process that incorporates the workshop method for building consensus, the discussion method for effective group communications, and an implementation planning process to help turn ideas into productive actions as well as concrete accomplishments. This program is recommended for those executives and organizational leaders who depend on others for successful implementation of organization strategies.

- **Mastering ToP®.** For those wanting to perfect and/or extend their facilitation skills to the next level, the Kolbe Company is offering an intense year-long training program that will provide a theoretical foundation for the ToP® methods as well as many opportunities for practice and feedback. This program is recommended for anyone wishing to significantly increase their skills in facilitating group processes. A prerequisite to this program is the successful completion of the Group Facilitation Methods and Participatory Strategic Planning programs.

MENTORING AND DESIGN SUPPORT

For those who would like to participate in an ongoing learning community, the Kolbe Company offers a monthly mentoring group where participants bring their facilitation challenges and walk away with insight as well as practical solutions to confidently facilitate their meetings. In addition, we offer one-on-one design support for individuals needing assistance and advice in planning for complex meetings, large conferences, or problem solving sessions. For further details on these and other support programs we offer, see our web page at www.kolbecompany.com

ELECTRONIC MEETING SYSTEM

The Kolbe Company offers assistance to teams, leaders, and facilitators for electronic meetings. We will provide a local area network, meeting software, technical assistance, and a total of twenty laptop



The Kolbe Company is located within the historic Clarendon House in Old Sacramento, California. The office faces a beautiful interior brick courtyard, which provides an ideal setting for patio seating and informal discussion. A fountain and upstairs balconies reflect a "French Quarter" ambiance.

"The Kolbe Company produces programs that value and stimulate participant involvement, and lead to creative solutions for our customers. We are a highly motivated team, committed to taking an active role in helping organizations achieve their full potential."

HEIDI KOLBE
PRINCIPAL

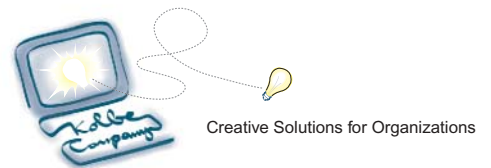
computers to allow participants to brainstorm ideas, organize ideas; and with a wide array of rating tools, evaluate and set priorities, and instantly view group buy-in. Electronic meeting systems also allow participants to virtually speak in concert, offers options to those participants who are hesitant to voice an opinion, and offers anonymity when dealing with sensitive situations.

CONFERENCE/TRAINING FACILITY

The conference room comfortably seats up to fifteen around a large rectangular table. An adjoining break room provides access to refreshments, a refrigerator and microwave. Multi-media equipment, including projectors, screens, VCRs, fax and a copy machine, is also available, upon request. Many restaurants are located within minutes of the facility, and several of these restaurants offer catering services.

The Kolbe Company rents conference room space for private meetings and retreats. The space is ideal

for training sessions and team meetings. An electronic meeting system with up to twenty laptop computers is available, as well as a facilitator and technographer. Please contact us for a list of rental fees and availability.



The Kolbe Company

Heidi Kolbe, MA
1129 Firehouse Alley
Old Sacramento
California, 95814

v 916.481.4488
f 916.442.7847

Kolbe Company Reservation Form - Training Programs in Sacramento, California

Name _____

Address _____

City/State/Zip _____

Telephone/E-mail _____

Training Program/Date _____

Please send completed reservation form, resume, and any attachments with a \$50.00 nonrefundable fee to the above address