



THE BASIC TRAINING





You are your own best teacher.

The SGWorks Basic Training is based on the experiential approach to learning. Experiential learning is learning by doing - by actively participating. It's hands-on learning - experimenting, trying different approaches, discovering what works by doing it yourself.

Experiential learning is nothing revolutionary. It's the way of learning that comes naturally. It's how you learn to walk, to speak your primary language, to use chopsticks or a knife and fork, to swim, to ride a bicycle. It's how you learn the vast amount of knowledge and skills you acquired in the first five or ten years of your life - 90 percent of all you ever learnt, according to some experts. Until just a few hundred years ago, experiential learning was the way that all human beings learn.

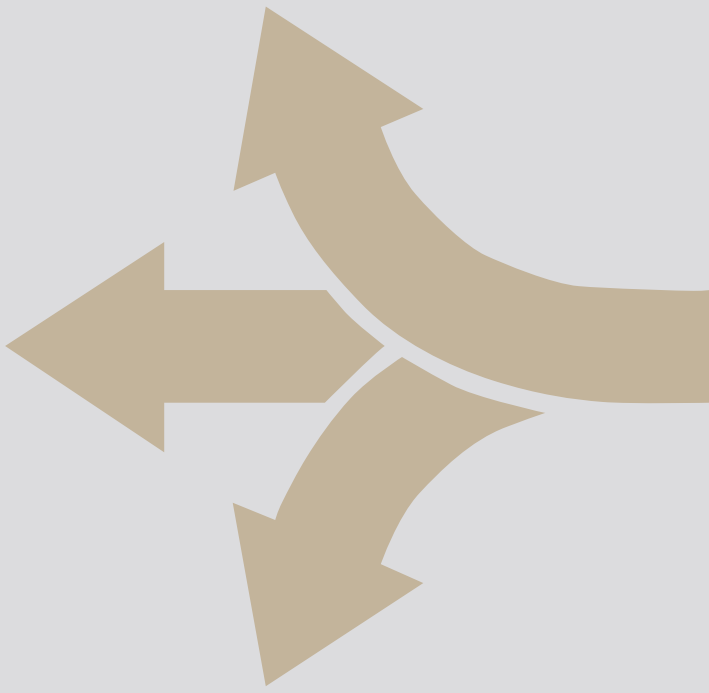
“ The SGWorks Basic Training uses a unique learning approach in which participants engage honestly, directly, and effectively with issues at the heart of their lives. ”



Experiential learning is a discovery process, in which learning happens through participation - at the physical, emotional, and intellectual level. In a discovery process, there is no one right answer that applies to everybody. The learning is individual rather than general, personal rather than impersonal.

Because it's based on experiential learning, unlike most adult educational courses, in the SGWorks Basic Training there aren't any long lectures to listen to, notes to take, or examinations to pass. Daily homework gives you opportunities to reflect on and practice what you are learning through your experiences.

As a participant in the SGWorks Basic Training, you'll look deeply and honestly at the ways of thinking, feeling, and acting that are generating the results you have in all the important areas of your life. It's an opportunity to look at yourself with a fresh set of eyes - and open up new possibilities for the future.



Try Out a *Different* Learning Style.

During the SGWorks Basic Training, you will have an opportunity to participate in a variety of learning processes that allow you to look newly and constructively at important areas of your life. The value that you derive from these exercises will depend on your willingness to participate fully, and to apply what you learn to your daily life.

Familiarize yourself with the kinds of learning processes that make up the Basic Training by reading the descriptions below, so that you can be ready to participate in every aspect of the training.



Ground Rules

The Basic Training Ground Rules are designed to assist everyone in working cooperatively within a consistent format. During the first session of the training, the trainer will review the Ground Rules and ask that you agree to follow them as a condition of continuing in the training. A list of the Ground Rules is included with this brochure.



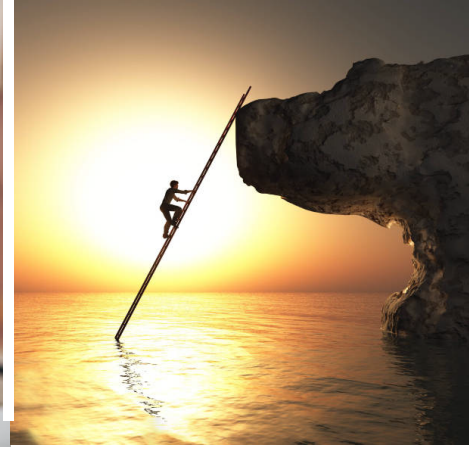
Interactive Discussions

Over the course of the training, your trainer will speak to the group about a variety of different subjects related to contemporary adult life. He or she will suggest a point of view or ways of thinking about these subjects. The purpose of these discussions is not for you to agree with what is said or adopt the trainer's point of view, but rather to give you an opportunity to clarify your own attitudes and ways of thinking. In this way, you may become more aware of your values, your direction in life, and what you are committed to. You will also have an opportunity to see more clearly how you participate in group situations, with your colleagues at work, or with your friends and family.



Dyads

During the training, you will be asked to participate in several one-on-one interactions with other participants, which we call dyads. In a dyad, you may be asked to answer a series of questions, complete statements, describe something that happened to you, or assume a particular body posture. Dyads provide opportunities to look honestly at specific personal issues, and to support your partner in doing so. For some participants, this may be an emotional experience.



The Learning Processes

Mingles

In a mingle, you will move about the training room, having brief interactions with many different people. As in dyads, your communication with other people during mingles is structured.

Sharing

At various points throughout the training, you will have the opportunity to share about yourself and what you are learning with other participants, as well as listen to the experiences of others. This sharing may occur one-on-one, in small groups, or in front of the entire group.

Homework

At the end of each day, you will be given a homework assignment to be completed before the next day's session begins. The homework is designed to assist you to reflect on your experience, bring greater clarity to what you are learning, and prepare you for the next day's session.

Games

As part of the training, you will have the opportunity to participate as a team member with other participants in a variety of different games. These games will help you gain a clearer understanding of the role you tend to play in group situations and may reveal your attitudes toward competition, cooperation, leadership, personal integrity, and other aspects of interpersonal relationships.

Closed-Eye Processes

During closed-eye processes, you will be guided by your trainer in visualising situations from the past, and in creating a positive vision for your future. To facilitate relaxation and promote creativity, background music may be played and the lights may be lowered during these exercises.

Small Group Exercises

On the first night of the training, you will choose approximately 8 other participants to work in a small group. Over the course of the training, you will have an opportunity to meet a number of times with your small group to discuss what you are learning and to share your experiences. You will also participate together as a group in certain training exercises. A volunteer staff member will act as your small group leader.

Interactions With Your Trainer

At times, you will have the opportunity to interact with your trainer. The trainer's perspective is that you are capable of dealing effectively with the circumstances in your life, and that a stance of personal responsibility is more effective than a stance of powerlessness in the face of life's demands. Additionally, the trainer assumes that you are striving for joy, fulfillment, and a sense of accomplishment in all areas of your life. Interactions with the trainer will allow you to examine your attitudes, assumptions, and behaviors, and you may feel challenged or uncomfortable when dealing with the unfamiliar.

Logistic *and* Information



What to Wear

Neat, casual clothing is appropriate in the training room. The room is air-conditioned, so you may wish to dress in layers to accommodate possible temperature changes. You may spend time sitting on the floor rather than in chairs, so appropriate clothing is recommended. On the last day of the training, you may wish to dress more formally (or bring special attire) for the graduation ceremony.

Unusual Symptoms

If at anytime you feel sick, anxious or mentally disoriented, please advise an SGWorks staff member immediately.

Refund Policy

We stand behind our trainings 100 percent, and fully believe they are valuable to most of our participants. Please refer to the Basic Training Enrolment Registration Agreement for details on our refund policy.

Food and Sleep

Throughout the training, it is important to take care of your health by getting sufficient sleep and eating nutritious food. During the evening sessions, there will be one break of approximately 20 to 30 minutes. In full-day sessions, there will be breaks approximately every 2 to 4 hours, as well as one meal break each day in the late afternoon. Be sure to eat a sustaining meal before coming to the training each day. Additionally, you may want to bring snacks to eat during breaks. Please review the training ending times, and, if necessary, adjust your schedule to ensure you get sufficient sleep each night. This is your personal responsibility. If you cannot adjust your current work schedule or other responsibilities to ensure adequate rest and nutrition during the training, you should consider rescheduling your participation for a time when this will not present a problem.

Prescription Medications

Please inform the staff at the training room registration if, during the hours of your Basic Training, you are required to take any medicines prescribed by a physician, and the times of day you must take them. Be sure to bring a sufficient amount of any prescribed medicine(s) with you.

Price

The cost of tuition for the Basic Training varies from country to country. Please contact your local office for details.

Right to Exclude

SGWorks reserves the right to refuse enrolment in the Basic Training to anyone who, in our best judgment, will not benefit from the experience of the training at this time. In addition, during the Basic Training, SGWorks trainers reserve the right to request any person to discontinue participation at any time. In such cases, SGWorks will refund the participant's tuition fee in full.

Enrolment Materials

A series of individual forms are required for your enrolment in the SGWorks Basic Training. Please read, complete and submit all enrolment materials for the Basic Training to SGWorks within three days after enrolling in the course, and prior to the start of the course.

You will have an opportunity to explore topics such as:

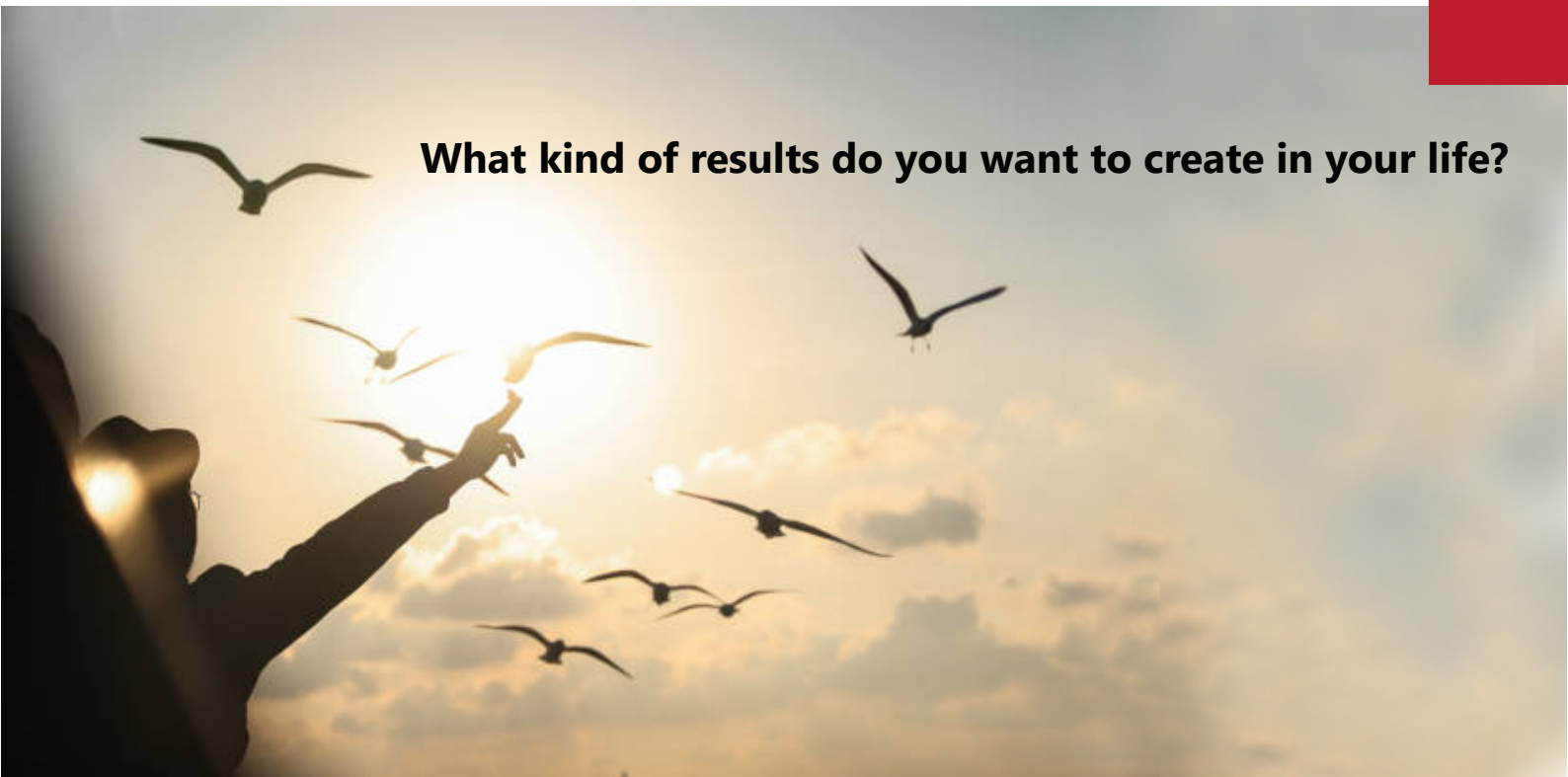
Honesty and Trust
Choice
Responsibility
Self-Imposed Limitations
Effective Communication
Intention
Integrity
Keeping Agreements

Graduates cite results that include:

Increased ability to produce intended results
More effective leadership abilities
More satisfaction with work and accomplishment
Renewed sense of direction
Gain in self-esteem, openness and aliveness
Enhanced satisfaction, acceptance and joy in relationships



What kind of results do you want to create in your life?



These are centers in:

Hong Kong Taiwan Indonesia Singapore Malaysia

To register for SGWorks Basic Training, fill in the form here: www.sgworkstraining.com