



Training Outline

Beliefs and Feedback



Introduction to the training module

This training module deals with the limiting beliefs normally associated with **feedback and appraisals** in the workplace.

We may not be consciously aware of it, but we are giving and receiving feedback continuously.

We give and receive feedback all day long from the people we work with, both in verbal and non verbal format. But to be able to “consciously” give and receive feedback with purpose and intent is not easy.

Since we were kids, and we received feedback from parents, teachers and friends, we learned to take it personally. Because it was! People mixed our behavior and our personality as if it was one.

"Look what have you done, spilling the milk all over the table. **You are so clumsy!**"

"You should not pull your sister's hair. **You are a mean boy!**"

"You did not study enough, **you are so lazy.**"

And we believed it, and our self-image was formed.

It is not surprising that we most people have negative beliefs associated with feedback, and later on performance appraisals.

The language changes a bit, but the meaning is the same;

"Your sales for the year are down, you are being slack."

"Your work quality is fine, but you are unreliable."

"You are lazy; your team mates perform better than you."

This training presentation focuses on bringing any limiting belief that participants may have to the surface, and then showing them how to bust them and replace with new ones. ***It also focuses on specific techniques that can be used to give and receive feedback in a respectful, sensitive and effective manner.***

Every person has a different style in regards to giving feedback, but how many people stop and examine what they believe to be true about it? And ask themselves if the same is true for the other person? Not many!

By looking and challenging group beliefs about feedback and appraisals, people start to take ownership and responsibility for the communication process. And this will lead to more effective and improved communication.

We need to first change what we believe, then we can change what we do.

Once we have changed our beliefs, our new behavior will last, because it will be aligned with our new “identity”.

This training presentation has been designed to be “hands on” and to encourage the participants to work on their real life beliefs and to make changes that will be reflected in a short time on their performance.

If you are interested in learning more about this training module, or if you would like to book one, please contact us by:

Send an email to: info@beliefbuster.com.au

Call (61) 0425 27 3238

Use the submission form at www.beliefbuster.com.au/contact

Beliefs and Feedback Training Outline

Delivery time: 3 hour workshop

Workshop Outcome:

At the end of this training presentation, participants will be able to acknowledge and understand any limiting beliefs they may have in regards giving and receiving feedback. Participants will also be guided through a reframing exercise to ensure that past limiting beliefs are eradicated and new ones are installed.

Beliefs and Feedback Training Outline:

- ***Introduction of the trainer and workshop content and creation of a context***

In this segment, participants will be introduced to the trainer and a context for the session will be defined. An exercise will be used to elicit participant's beliefs about communicating in the workplace as this is a "hands on" session and each person will have the opportunity to work on actual beliefs they have.

- ***Beliefs vs. Facts***

The purpose of this segment is to show the difference between Beliefs and Facts. Participants will be shown how our behavior, and therefore the results we achieve in life, is a direct result of the beliefs that we hold to be true. The first important step is to be able to consciously determine if we are dealing with a belief or with a fact.

Each person will be able to analyze their beliefs and assess to which category they belong.

- ***How beliefs are formed***

To be able to eliminate a limiting belief, it is first necessary to understand how they are formed. As this, usually, happens at an unconscious level, we need to become aware when a belief is taking shape, and to determine if it is a limiting one.

To understand how beliefs are formed, participants will be explained how we "create" our reality and how we "filter" external events. By understanding how we give "meaning" to something that happens, we can then choose a new meaning.

This part of the session also covers the hierarchy of beliefs and how core beliefs shape our "identity".

- ***Busting a belief***

Participants will be guided through an interactive exercise that will show them how to challenge, reframe and eliminate a limiting belief. Different tools and techniques will be used and thought, to enable participants to gain an understanding of how to bust beliefs. Each person will have the opportunity to create a new set of empowering beliefs to replace the old limiting ones.

- ***Making change last***

Once a new set of beliefs have been decided, participants will be shown how to make them permanent and part of their new identity. A set of tools and techniques designed to achieve this will be shown and taught.

- ***Question time and close***

Participants will be given time to ask any question or to seek clarification on any part of the session.