

The MPS Internal Certification Program

The most rapid, cost-effective strategy for heightening corporate productivity

The **MPS Take Back Your Life!** Internal Certification program (ICP) helps companies integrate productivity into their corporate cultures and leverage their technology investments. Designed to complement MPS' proven 1:1 executive coaching, this mainstream model develops a **qualified and certified** in-house training resource to ensure all staff members are making the best, most productive use of their time and technology tools. Employees are freed from information and communication overload. Balance is regained. Corporate and personal objectives are attained. **And a people-ready environment is achieved.**

To become licensed for an MPS Internal Certification Program, your company must agree to train a minimum of a 1,000 employees and complete the following four phases in one year:

Phase 1: Engage senior management support. Senior management "buy-in" is critical to culture change of any kind, and productivity is no exception. Leaders must lead through example. We strongly recommend that your management team complete the MPS 1:1 productivity coaching program to support your corporate commitment.

Phase 2: Review and complete the ICP Agreement. We provide a template ICP agreement for your review and approval. It is key that the objectives of this program and your internal commitment to productivity align.

Phase 3: Select and certify internal facilitator(s). We will assist you in selecting appropriate internal facilitators to lead the TBYL program successfully. The certification spans three days. Candidates learn to present each module of the training with direct coaching and course correction from an MPS certification consultant. In some cases, additional training may be necessary and a detailed action plan for further certification training is created.

Phase 4: Complete follow-up coaching. Three weeks after the certification training, we provide follow-up coaching and observations to assist new facilitators in deepening their understanding of the content and strengthening their ability to assist employees in increasing their productivity.

"Not only do I have a better handle on the items driving my objectives, I feel like I have less stress and more work/life balance as well. I recently talked with a co-worker who said, 'I can't afford to take a full day out for training.' My response? You can't afford NOT to take a day out for this training, it will truly change the way you work and live your life."

— ICP Facilitator

Program Components

Phase 1:

- Identify senior managers who impact the target audience
- Set up 1:1 coaching programs
- Create alignment and support for the ICP

Phase 2:

- Client receives ICP agreement from MPS
- Agreement is reviewed and customized
- Contract signed by both parties

Phase 3:

- Client identifies candidate(s) to complete the ICP.
- Candidate(s) studies the Take Back Your Life book and material and sets up their Integrated Management System.
- Candidates participate in a Take Back Your Life Program with an MPS Consultant.
- Candidates practice and present each of the 5 Take Back Your Life modules
- Candidates receive individual coaching and feedback.

- Candidates receive certification or a detailed action plan to support certification.

Phase 4:

- Four 1:1 appointments with facilitator(s)
- Review in-house evaluations
- Review what's working
- Review challenges
- Receive coaching and support
- Observation of facilitator after certification
- Feedback and coaching

For more information on the MPS Internal Certification Program, please call us at (360) 387-5012 or e-mail info@mcgheeproductivity.com.