

## **MATHIS GROUP METHODOLOGY**

### **QUALITY**

#### **Technical Approach/Methodology**

## **DIFFERENT LEARNING CONNECTIONS**

The Mathis Group will differentiate learning categories to influence the participants during the training sessions. We are well aware that participants learn differently. In order to magnify impact and implementation of new core competencies, we make sure each program is filled with numerous learning techniques. The following learning matrix will demonstrate the depth and category of learning. The Mathis Group takes careful steps of action to make sure we are influencing the participants through mental dynamics, exposure to new data, inspirational examples, fun activities, and application of new skills. This entire package of influencing the participants brings about the greatest change in performance and behavior.

The following activities may be included in one or all of the training programs:

- Lecture/leader-led
- Discussion
- Reading
- Role play
- Case study
- Self assessment

## Learning Matrix

Learning Categories	Characteristics
<b>Mental</b>	Each course involves techniques that stimulate thinking, deductive reasoning, and decisiveness.
<b>New Data</b>	Updated material and information are presented. Each course has deeper material provided with new techniques demonstrated.
<b>Inspirational Examples</b>	Examples, illustrations, and analogies are used in each course to create interest, interaction, and impact.
<b>Activities</b>	Activities and case studies are scattered throughout each course to lock down the new skills and their usage.
<b>Application</b>	Steps of action are used to reinforce usage of new skills.

## CUSTOMIZATION PROCESS

The Mathis Group produces material in programs in the following manner according to the proposal. All materials will be provided on the day of training. Dr. Mathis will teach all sessions in a variety of learning styles.

## Why is customization important?

Customization allows the course to be tailored to meet the particular needs of each organization. The Mathis Group believes each company has certain issues that are specific to it. Conducting a training course without understanding those differences will prevent successful changes in behavior or performance. When true customization is complete, that skill base is specific and slanted to the targeted needs of that organizational culture.

## How is the course customized?

You will notice in Figure 1 The Mathis Process. This process begins with a pre-training interview that gathers preliminary information. A general outline and proposal is developed and then followed by an assessment and analysis of your organization.

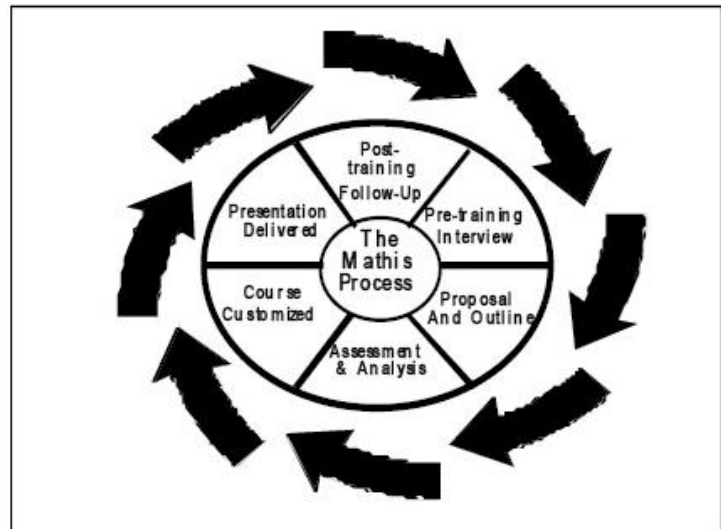


Figure 1

## Instructor Responsibilities

Dr. Mathis or one of the approved associates will be the on-site person responsible for taking care of the requirements and participants. Besides delivering high quality training and content, the instructor will be responsible for other items mentioned throughout this agenda. The instructor will:

- Arrive at least one hour before the session is due to begin
- Set up room and materials
- Conduct Mathis Group checklist prior to participants' arrival
- Remain at least one-half hour after the end of each day's session to process the events of the day
- Answer all participants' questions not resolved in session

- Submit to the contact a list of participants, including name, job title, office location and finance number (or whatever information is needed)
- Submit to the contact a list of participants who successfully completed the program, including name, job title, and office location. If the contact desires for additional information to be collected or an internal form to be used, the contractor will be glad to comply.

## Program Evaluation

This program will give those in attendance the opportunity to evaluate the training. Each group will evaluate the content, audience participation, instructor, application, and usability of the curriculum. This evaluation will take place at the end of the training program. The Mathis Group will provide evaluation sheets or is willing to use in-house evaluation sheets provided by the agency. All evaluation data and a copy of the evaluations will be given to the organization for their records upon request.

Note: PMP<sup>®</sup> Exam Prep Boot Camps are not evaluated using the course evaluation form. The evaluation for this course is based on the performance of the participants on the PMP<sup>®</sup> Certification Exam.

A copy of The Mathis Group's course evaluation form is provided on the following page.

## Course Evaluation Form

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor: \_\_\_\_\_ Title: \_\_\_\_\_

Please respond to each statement by ranking the number which most closely indicates your opinion of the instructor and course.

**Strongly Disagree** 1  
**Disagree** 2  
**Undecided** 3  
**Agree** 4  
**Strongly Agree** 5

### ***THE INSTRUCTOR:***

Knew the subject matter \_\_\_\_\_  
Communicated the subject matter \_\_\_\_\_  
Was receptive to the needs of participants \_\_\_\_\_  
Was well prepared \_\_\_\_\_  
Encouraged participation \_\_\_\_\_  
Was enthusiastic about the subject \_\_\_\_\_  
Used materials that were relevant to the subject \_\_\_\_\_  
Used a variety of instructional strategies \_\_\_\_\_

### ***THE COURSE:***

Achieved its stated objectives \_\_\_\_\_  
Reflected current knowledge and research \_\_\_\_\_  
Increased my knowledge and expertise \_\_\_\_\_  
Challenged me to consider new ideas \_\_\_\_\_

### ***RESPOND TO THE FOLLOWING:***

List the strengths of the course:

List those things you think would most improve the course:

Name other topics which are needed for future training:

Would you recommend this workshop to others? Yes \_\_\_\_\_ No \_\_\_\_\_

Other comments: Can I quote you? Yes \_\_\_\_\_ No \_\_\_\_\_