

Apreciative Inquiry







# **OVERVIEW**

Welcome to The Mandatory Training Group's online Appreciative Inquiry training course. All our online training courses, programmes and qualifications are accredited by the CPD Certification Service (CPDUK).

Organisations can be thought of as a living being made up of the individuals working within it. Appreciative Inquiry can change the whole organisation by changing the people. Through positive questioning, employees will be directed to move in a positive direction. Recognising the strengths and values of what works, as opposed to what's wrong will transform the individuals and in turn, transform the organisation.

Appreciative Inquiry is a shift from looking at problems and deficiencies and instead focusing on strengths and successes. It is a tool for change, and it will strengthen relationships throughout your business. Through best practices and positive stories, your participants will transform your organisation.

### Appreciative Inquiry – E-Learning Course — CPDUK Accredited

- ♦ Study method Online, self-paced
- ♦ Estimated duration (Indicative CPD hours) 4 hours
- Course format Online (24/7 access)
- Entry requirements no prerequisites required
- Assessment type Complete end of course assessment (80% needed to pass and gain CPD certificate)
- Certification/Qualification Downloadable CPD certificate
- Cost(s) of assessment and certification Assessment and certification costs included in the course price
- ◆ Course accreditation CPD Certification Service (CPDUK)
- ◆ Course access Part-time (1-year access)
- ◆ Course delivery via desktop PC/MAC, laptops, tablets or smartphones.

### Who is the course for?

This online Appreciative Inquiry training course is suitable for those who want to know more about tried and tested ways of making appreciative inquiries about promoting successful businesses/organisations.

#### Course aims

Appreciative Inquiry is a shift from looking at problems and deficiencies and instead focusing on strengths and successes. It is a tool for change, and it will strengthen relationships throughout your business. Through best practices and positive stories, your participants will transform your organisation.





# Learning outcomes

The learning outcomes of this Appreciative Inquiry online course are to:

- Change the way you think from "What is wrong" to "What is right",
- Introduce you to the Four-D model,
- Introduce you to the Four-I model,
- Introduce you to the appreciative inquiry interview style,
- Teach you to anticipate reality,
- Create positive imagery,
- Teach you to influence change through your strengths,
- Coach, manage and build around what works,
- Teach you to create a positive core for success.

### What is covered in this course?

This online Appreciative Inquiry training course includes the following:

### Module 1: Getting Started

- Housekeeping Items
- The Parking Lot
- Learning Objectives
- Pre-Assignment
- Action Plans and Evaluations

## Module 2: Introducing Appreciative Inquiry

- What is Appreciative Inquiry?
- Generating a Better Future
- Engaging People in Positive Thought
- Change the Person, Change the Organization
- Case Study
- Module Two: Review Questions

## Module 3: Changing the Way You Think

- Shifting from "What is Wrong?" to "What is Right"?
- It's Not Eliminating Mistakes; It's Holding Up Successes
- Positive Language Will Affect Peoples Thinking
- Limit or Remove Negative Phrasing
- Case StudvA
- Module Three: Review Questions

### Module 4: Four D model

- Discovery
- Dream
- Design
- Delivery
- Case Study
- Module Four: Review Questions

#### Module 5: The Four I Model

- Initiate
- Inquire
- Imagine
- Innovate
- Case Study
- Module Five: Review Questions

### Module 6: Appreciative Inquiry Interview Style

- Framing Positive Questions
- Solicit Positive Stories
- Finding Out What Works
- Recognise the Reoccurring Themes
- Case Study
- Module Six: Review Questions





### Module 7: Anticipatory Reality

- Imagining a Successful Future Will Affect the Present
- Controlling Negative Anticipation
- Current Decisions Will Be Influenced Positively
- Base It on Data and Real Examples
- Case Study
- Module Seven: Review Questions

### Module 8: The Power of Positive Imagery

- Shaping Performance with Positive Imagery
- Being Better Prepared for Adversity
- People are More Flexible and Creative
- Think of the Perfect Situation
- Case Study
- Module Eight: Review Questions

### Module 9: Influencing Change Through AI

- Using Strengths to Solve Challenges
- Confidence Will Promote Positive Change
- An inquiry is a Seed of Change
- People Will Gravitate Towards What is Expected of Them
- Case Study
- Module Nine: Review Questions

## Module 10: Coaching and Managing With Al

- Build Around What Works
- Focus on Increases
- Recognise the Best in People
- Limit or Remove Negative Comments
- Case Study
- Module Ten: Review Questions

## Module 11: Creating a Positive Core

- Strengths
- Best Practices
- Peak Experiences
- Successes
- Case Study
- Module Eleven: Review Questions

## Module 12: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

# Why is this online Appreciative Inquiry training course essential?

Appreciative Inquiry (AI) is a change management approach that focuses on identifying what is working well, analysing why it is working well and then doing more of it. The basic tenet of AI is that an organisation will grow in whichever direction that people in the organisation focus their attention, thus if they focus on success, then the business will succeed.







# **HOW IT WORKS**

#### **Instant Access**

- Gain instant access to your course(s) upon purchasing through our website
- Login credentials are sent immediately to the customer to the email address provided during the checkout process
- We also advise all customers to check their spam and junk mail folders in case your mail server has diverted the email there

# Online Support 24/7

 Customer service teams interact with clients through email and live chat support.

# Refund policy

- To request a refund, you should email our support team with your receipt stating why you would like to be reimbursed.
- You, or your learners, must not complete the training to make a valid refund claim.
- Any courses that have been completed and those with certificates achieved will not be valid for a refund.

# Learn Anytime, Anywhere, On Any Device

- Learn at your own pace, at a time and place convenient to your circumstances
- Individual learners can access their course material(s) 24/7 for 365 days from the date of purchase
- In the case of organisations that order multiple licences for future use, the countdown will start when learners are allocated to the training course(s)

#### Assessment and Certification

- Unlimited attempts to complete end of course assessments
- On successful completion, download, print/save quality-assured CPD certificate

# 100% Money Back Guarantee

 We want you to be completely satisfied with your training. We offer a 14-day money-back guarantee if you are not 100% satisfied.







# **ACCREDITATION**

#### End of course assessment

At the end of this course, learners are required to complete an online end of course assessment. On successful completion of the assessment (80% pass mark), learners may download a FREE CPD certificate from their profile page.

### Certification

On successful completion of this e-learning course and end of course assessment, the learner may download, save and/or print a quality assured CPD certificate (recognised internationally). Our CPD certificate can be used to provide evidence for compliance and audit or Continuing Professional Development (CPD).

#### Course accreditation

The CPD Certification Service accredits all our online training courses and programmes as conforming to universally accepted Continuous Professional Development (CPD) guidelines.







# WHY CHOOSE OUR ACCREDITED E-LEARNING COURSES?

The benefits of using our accredited e-learning courses in the workplace include:

- CPDUK accredited e-learning provider
- Ofqual approved training centre (UK qualifications)
- Internationally recognised CPD and Ofqual approved certificates
- Wide range of courses and qualifications that meet UK legislation and guidelines
- Over 500 online courses and programmes that cover multiple sectors
- Free blended learning environment for individuals and organisations
- Immediate access to online courses and programmes
- Highly interactive e-learning portal
- Substantial cost reductions (no travel fees and other expenses)
- Self-paced online learning
- Low carbon footprint through e-learning
- Repository of online learning materials and assessments
- Fully qualified and experienced trainers, instructors and assessors
- Experienced subject matter experts and content developers
- Conversion of existing classroom courses to e-learning courses
- All training courses meet the latest guidance and best practice recommendations.







### **Civility in the Workplace Training Course for Global Executives**

"YPO is the premier global leadership organisation for more than 28,000 chief executives in over 130 countries and the global platform for them to engage, learn and grow. We approached The Mandatory Training Group to develop an online training programme focusing on improving workplace civility. Their team developed excellent learning materials tailored to our organisational needs. With their support, we rolled out the civility in the workplace training programme to over 300 executives around the world."

Nicolle Billmyre, YPO, Texas, USA



Clinical Commissioning Group Counter Fraud, Bribery and Corruption Training for NHS Providers

"NHS City and Hackney Clinical Commissioning Group (CCG) is an NHS organisation led by local GPs. The Mandatory Training Group provided us with tailored courses focussing on tackling fraud, corruption and bribery for all our staff across various sites. The e-learning courses helped us to meet statutory and regulatory requirements".

Harriet Griffiths, NHS City and Hackney CCG, London, UK



# **Accredited Training Courses, Programmes and Regulated Qualifications**

"Reed is the largest platform for jobs, recruitment and courses in the UK. The Mandatory Training Group is one of our most trusted providers of continuing professional development (CPD) programmes and regulated qualifications. They have provided us with a wide range of learning materials ranging from soft skills, personal development, health and safety, among others. These courses help many job seekers to improve their skills and comply with the current UK and European laws".

Mansh Bhatti, Reed Courses, London, UK





## **Statutory and Mandatory Training for Primary Care Providers**

"When we set up our business, we were looking for a reliable training provider for the healthcare multi-disciplinary team (MDT). We worked with The Mandatory Training Group to establish our training needs for each group of professionals. Their experience was invaluable, helping us to design new courses and assessments to meet the commissioners' and regulatory requirements".

Anne Joy, OSD Healthcare, Hemel Hempstead, UK



Healthcare choice for everyone

### **Statutory and Mandatory Training for Healthcare Providers**

"All our senior clinicians were delighted with the delivery of the mandatory training courses. They found the course leaders to be very flexible with allocating more time to certain areas at request. The course contents that LearnPac had designed were tailored to our workforce, which helped them improve their understanding of the subjects. The application of legislative concepts to practice was excellent".

Sophie Hartley-Jones, OneHealth Group, Sheffield, UK



## Online Training and Development for the Public Sector

"We work with various public sector organisations. Statutory and mandatory training is essential for all our placements. We used LearnPac for the blended learning environment they provide for our staff. The online statutory and mandatory training courses adequately meet our regulatory requirements. LearnPac's learning management system enabled us to manage our learners and quickly sort out compliance for our workers. The flexibility of pricing and meeting our needs with the mandatory training was beneficial."

David Sanchez, Eden Brown Synergy, London, UK



#### **Blended Train the Trainer Courses for Healthcare Providers**

"We were looking to provide resuscitation and first aid training for clinical and non-clinical staff internally. The Mandatory Training Group stood out because they provide comprehensive blended learning solutions. Our internal trainers and facilitators were able to complete the theory training and assessments in advance. The practical sessions were packed with meaningful activities throughout the day. The lead trainers also helped us to complete training needs assessments".

Kate McLoughlin, Nuffield Health, Bournemouth, UK





# LEARN. DEVELOP. COMPLY.

The Mandatory Training Group is the leading UK provider of accredited statutory and mandatory training courses for all sectors, including health and social care, education, local government, private and charity sectors.

We have supported over one million learners to reach their potential through e-learning courses and qualifications using our interactive online learning portal.

### **ADDRESS**

The Mandatory Training group HDTI Building, Puma Way Coventry University Technology Park Coventry, United Kingdom, CV1 2TT

### **PHONE**

+44 24 7610 0090

### **EMAIL**

Click here to send email.

### **WEBSITE**

www.mandatorytraining.co.uk

### **WORKING HOURS**

Mon - Fri / 9:00AM - 5:00PM

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