

## Task leaders & managers

- ⇒ Enable your groups
- ⇒ Enrich your organization

**SmartGroups®'s GuideBook Program**, a new program offering of **Geoff Ball & Associates**, walks your group through key aspects of working together in a group. Principles that help make the **GuideBook Program** effective are:

- **Learn together** as a group. Build capability to learn as a group.
- **Reach agreements** on key aspects of how to work together to give **persistence** to what is learned.
- **Tailor** the group's way of working to fit its tasks and organizational context.
- **Build capability** to learn as a group, to collaborate, and to use human resources wisely.
- Build the group's capabilities over time **while doing real work**.
- **Achieve results** as a work group in a way that motivates members' desire to learn more.

This Program deepens and broadens group members' understanding of how groups work. The GuideBook Program includes, and then goes well beyond, having a good meeting!



**LEARNING  
GROUP**



**COLLABORATIVE  
GROUP**



**SMART WORK  
GROUP**

**SmartGroups®'s GuideBook Program** primarily focuses on Task Forces, Senior Teams, Project Teams and Critical Work Groups. It develops a group's capability for learning, collaborating and working smart.

Let me work with you to tailor a GuideBook Program for your group.  
Contact me by phone or email.

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