

ASIA **WORKS**



# The Basic Training



**Discover yourself  
and new possibilities  
for your future.**





## **You are your own best teacher.**

The AsiaWorks Basic Training is based on the experiential approach to learning.

Experiential learning is learning by doing — by actively participating. It's hands-on learning—experimenting, trying different approaches, discovering what works by doing it yourself.

Experiential learning is nothing revolutionary. It's the way of learning that comes naturally. It's how you learn to walk, to speak your primary language, to use chopsticks or a knife and fork, to swim, to ride a bicycle. It's how you learn the vast amount of knowledge and skills you acquire in the first five or ten years of your life—90 percent of all you ever learn, according to some experts. Until just a few hundred years ago, experiential learning was the way that all human beings learned everything they learned.

Experiential learning is a discovery process, in which learning happens through participation—at the physical, emotional, and intellectual level. In a discovery process, there is no one right answer that applies to everybody. The learning is individual rather than general, personal rather than impersonal.

Because it's based on experiential learning, unlike most adult educational courses, in the AsiaWorks Basic Training there aren't any long lectures to listen to, notes to take, or examinations to pass. Daily homework gives you opportunities to reflect on and practise what you are learning through your experiences.

As a participant in the AsiaWorks Basic Training, you'll look deeply and honestly at the ways of thinking, feeling, and acting that are generating the results you have in all the important areas of your life. It's an opportunity to look at yourself with a fresh set of eyes—and open up new possibilities for the future.

**The AsiaWorks Basic Training uses a unique learning approach in which participants engage honestly, directly, and effectively with issues at the heart of their lives.**

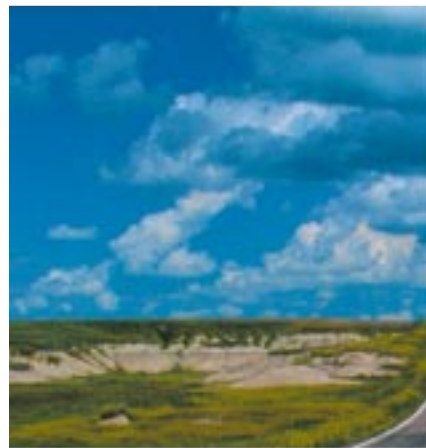
**You will have an opportunity to explore topics such as:**

- Honesty and Trust
- Choice
- Responsibility
- Self-Imposed Limitations
- Effective Communication
- Intention
- Integrity
- Keeping Agreements

**Graduates cite results that include:**

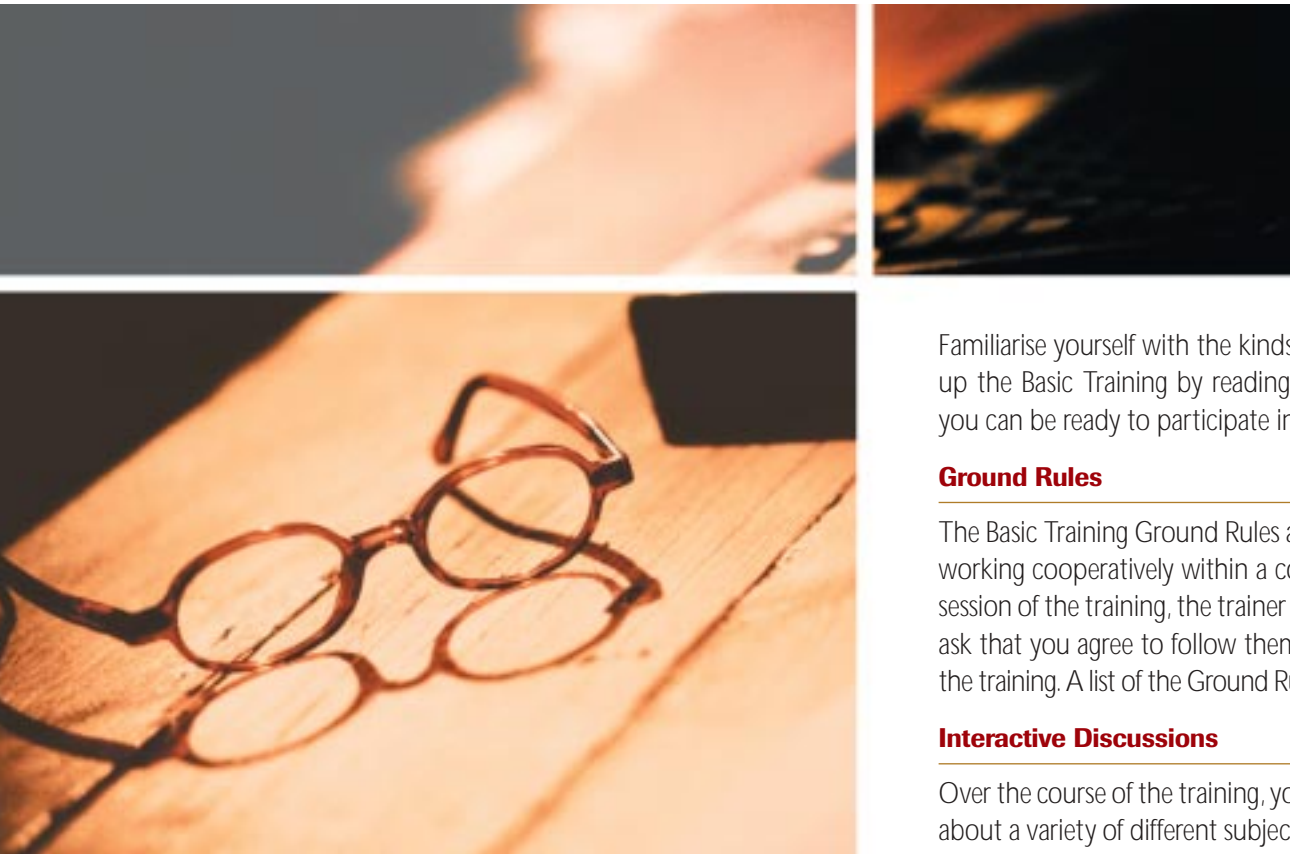
- Increased ability to produce intended results
- More effective leadership abilities
- More satisfaction with work and accomplishment
- Renewed sense of direction
- Gain in self-esteem, openness and aliveness
- Enhanced satisfaction, acceptance and joy in relationships

**What kind of results do you want to create in your life?**



## Try Out a Different Learning Style.

During the AsiaWorks Basic Training, you will have an opportunity to participate in a variety of learning processes that allow you to look newly and constructively at important areas of your life. The value that you derive from these exercises will depend on your willingness to participate fully, and to apply what you learn to your daily life.



Familiarise yourself with the kinds of learning processes that make up the Basic Training by reading the descriptions below, so that you can be ready to participate in every aspect of the training.

### **Ground Rules**

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The Basic Training Ground Rules are designed to assist everyone in working cooperatively within a consistent format. During the first session of the training, the trainer will review the Ground Rules and ask that you agree to follow them as a condition of continuing in the training. A list of the Ground Rules is included with this brochure.

### **Interactive Discussions**

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Over the course of the training, your trainer will speak to the group about a variety of different subjects related to contemporary adult life, and he or she will suggest a point of view, or way of thinking, about these subjects. The purpose of these discussions is not for you to agree with what is said, or adopt the trainer's point of view, but rather to give you an opportunity to clarify your own attitudes and ways of thinking. In this way, you may become more aware of your values, your direction in life, and what you are committed to. You will also have an opportunity to see more clearly how you participate in group situations, with your colleagues at work, or with your friends or family.

### **Dyads**

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During the training, you will be asked to participate in several one-on-one interactions with other participants, which we call dyads. In a dyad, you may be asked to answer a series of questions, complete statements, describe something that happened to you, or assume a particular body posture. Dyads provide opportunities to look honestly at specific personal issues, and to support your partner in doing so. For some participants, this may be an emotional experience.

## Mingles

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In a mingle, you will move about the training room, having brief interactions with many different people. As in dyads, your communication with other people during mingles is structured.

## Games

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As part of the training, you will have an opportunity to participate as a team member with other participants in a number of different games. These games will allow you to see more clearly the role you tend to play in group situations, and may reveal to you your attitudes regarding competition, cooperation, leadership, personal integrity, and other aspects of interpersonal relationships.



# The Learning Processes

## Closed-Eye Processes

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During closed-eye processes, you will be guided by your trainer in visualising situations from the past, and in creating a positive vision for your future. To facilitate relaxation and promote creativity, background music may be played and the lights may be lowered during these exercises.

## Sharing

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At many points throughout the training, you will have an opportunity to share about yourself and what you are learning with other participants, and to listen to the experiences of others. This sharing may take place one-on-one, in small groups, or before the entire training.

## Small Group Exercises

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On the first night of the training, you will choose approximately 10 other participants to work with in a small group. Over the course of the training, you will have an opportunity to meet a number of times with your small group to discuss what you are learning and to share your experiences. You will also participate together as a group in certain training exercises. A volunteer staff member will act as your small group leader.

## Interactions With Your Trainer

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At times, you will have an opportunity to interact directly with your trainer. The trainer's perspective is that you are capable of dealing effectively with the circumstances in your life, and that a stance of personal responsibility is more effective than a stance of powerlessness in the face of life's demands. In addition, the trainer assumes that you are striving for joy, fulfilment, and a sense of accomplishment in all areas of your life. Interactions with the trainer will allow you to examine your attitudes, assumptions, and behaviours, and you may feel challenged or uncomfortable in dealing with the unfamiliar.

## Homework

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At the end of each day, you will be given a homework assignment to be completed before the next day's session begins. The homework is designed to assist you to reflect on your experience, bring greater clarity to what you are learning, and prepare you for the next day's session.





## Logistics & Information



### What to Wear

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Neat, casual clothing is appropriate in the training room. The room is air-conditioned, so you may wish to dress in layers for possible temperature changes. You may spend time sitting on the floor, rather than in chairs, and appropriate clothing is recommended. On the last day of the training, you may wish to dress more formally (or bring special attire) for a graduation ceremony. The choice is yours.

### Food and Sleep

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Throughout the training, it is important that you take care of your health by getting sufficient sleep and eating nutritious food. During evening sessions, there will normally be one break of approximately 20 to 30 minutes. During full-day sessions, there will be breaks approximately every 2 to 4 hours, as well as one meal break each day in the late afternoon. Be sure to eat a sustaining meal daily before coming to the training. In addition, you may want to bring snacks with you to eat on breaks. Please review the training ending times, and if necessary, adjust your schedule to be assured of getting sufficient sleep each night. This is your personal responsibility. If you cannot adjust your current work schedule or other responsibilities so that you get adequate rest and nutrition during the training, you should consider rescheduling your participation at a time when this will not present a problem.

### Unusual Symptoms

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If at any time you feel sick, anxious or mentally disoriented, please advise an AsiaWorks staff member immediately.

### Prescription Medications

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Please inform the staff, at the training room registration, if, during the hours of your Basic Training, you are required to take any medicines prescribed by a physician and the times of day you must take it. Be sure to bring with you sufficient amounts of such prescription medicine(s).

### Refund Policy

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We stand behind our trainings 100 percent, and fully believe they are valuable to most of our participants. Please refer to the Basic Training Enrolment Registration Agreement for details on our refund policy.

### Price

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The cost of tuition for the Basic Training varies from country to country. Please contact your local AsiaWorks office for details.

### Right to Exclude

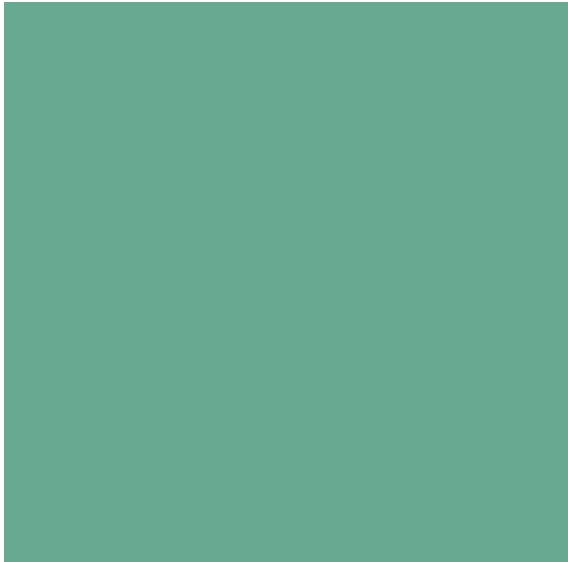
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AsiaWorks reserves the right to refuse enrolment in the Basic Training to anyone who, in our best judgment, will not benefit from the experience of the training at this time. In addition, during the Basic Training, AsiaWorks trainers reserve the right to request any person to discontinue participation at any time. In such cases, AsiaWorks will refund the participant's tuition fee in full.

### Enrolment Materials

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A series of individual forms are required for your enrolment in the AsiaWorks Basic Training. Please read, complete and submit all enrolment registration materials for the Basic Training to AsiaWorks within three days after enrolling in the course, and prior to the start of the course.



**Basic Training Enrolment Materials**

**Return to AsiaWorks\***

<input type="checkbox"/> Colour Brochure	No
<input type="checkbox"/> Welcome Letter	No
<input type="checkbox"/> Schedule	No
<input type="checkbox"/> The Basic Training Ground Rules	No
<input type="checkbox"/> Pre-Training Homework	Yes
<input type="checkbox"/> Personal Information Form/Registration Card	Yes
<input type="checkbox"/> Basic Training Enrolment Registration Agreement	Yes
<input type="checkbox"/> Proprietary Agreement	Yes
<input type="checkbox"/> Health Questionnaire	Yes
<input type="checkbox"/> Therapist's/Physician's Release	Yes, if required

\*Your completed forms are the property of AsiaWorks. If you would like copies for your records, please make them before submitting forms.