

**How to Use the TOOLBOX**

**This box contains 3 types of instruments:**

- 1 HOWTO Manuals**
- 2 Power Tools** 
- 3 Facilitation Annual Calendar**

**Getting Started**

Use these tools to stay focused on implementing partnership in a contract-bound environment. These tools help you contend with the forces of different reporting structures, different performance and reward structures, and the customer/vendor relationship.


**“How To” Manuals**

Instructions on how to facilitate a variety of communication and decision making processes.






**Power Tools**

Devices to aid you in facilitating open dialogue, focus, feedback, making decisions, resolving conflict, and sustaining trust.

**CONTENTS**

<b><i>HOWTO</i> Manuals</b>	<b>Handle</b>
Decision Making & Problem Solving	Navy comb
Working in Outsourced Partnerships	Red tape
Whole Brain Thinking Tools	Wire
Running a TOOT	Black tape
Annual Relationship Inventory	White comb
All Hands Meeting	Black comb
Agenda Diary Masters	Blue plastic
Top-Middle-Bottom Management	Black comb
<b><i>Power Tools</i></b> 	<b>See back for directions on how to use</b>
<b><i>Facilitation Annual Calendar</i></b>	<b>Laminated card</b>



<b>Power Tools</b>		
Bendy		<ol style="list-style-type: none"> <li>1. Agility</li> <li>2. Adaptability</li> <li>3. Strength and stick-to-it-iveness</li> </ol>
Compass		<ol style="list-style-type: none"> <li>1. Clear sense of direction</li> <li>2. Follow the map you charted</li> <li>3. Use the right tools</li> </ol>
Fire Extinguisher		<ol style="list-style-type: none"> <li>1. Control the fire-fighting</li> <li>2. Get attention on the right things</li> <li>3. Remember to do the important not just the urgent</li> </ol>
Keys for Success		<ol style="list-style-type: none"> <li>1. Leadership Card – T-M-B-C</li> <li>2. The 4 Quadrant Cards <ul style="list-style-type: none"> <li>-Be more blue</li> <li>-Be more green</li> <li>-Be more red</li> <li>-Be more yellow</li> </ul> </li> <li>3. ELMO <ul style="list-style-type: none"> <li>-Enough Let's Move On!</li> </ul> </li> </ol>
CD		<p>Soft copy of your HOW TO Manuals</p> <ul style="list-style-type: none"> <li>-To reproduce</li> <li>-To pass on to other team members</li> <li>-To build new agenda diaries</li> </ul>

