



# 2016

## Products and Services Guide

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## SECTION I: Overview of GATTO Products

### Developmental Assessments

Self-reporting assessments that identify present level of performance, along with an accompanying developmental action plan for skill building and measuring progress.

#### **BUILDING YOUR ASSOCIATE'S PROFILE**

*Profile your associate's characteristics to develop a plan for a better working relationship*

#### **MY PREFERRED COMMUNICATION STYLE**

*Profile your style of communication with others*

#### **IDENTIFYING YOUR ASSOCIATES' COMMUNICATION STYLES**

*Profile two associates to see how you can enhance communication with them*

#### **MY PREFERRED LEADERSHIP STYLE**

*Profile your leadership preference and actions, develop a plan for leading direct reports*

#### **MY PREFERRED LEARNING STYLE**

*Profile your manner of taking in and learning information*

#### **PREFERRED STYLE OF LISTENING**

*Identify how you listen to information*

#### **MENTORING ASSESSMENT**

*Identify your approach to mentoring*

#### **MOTIVATION PROFILE**

*Identify what causes you to be motivated*

#### **SELF ESTEEM**

*Identify how you feel about yourself and develop a plan for your ideas about yourself*

#### **STRESS PROFILE**

*Identify what causes your stress and how to control it*

#### **TEAM WORK**

*Two assessments in one: team functioning assessment and how you work within a team*

### 360° Assessment Solutions

The assessment reports are rated questions completed by participant, bosses, working associates, peers and or subordinates along with respondents' written comments to open-ended questions, which can be customized.

#### **INTERPERSONAL WORKING ASSOCIATES INVENTORY (IWAI)**

*Identifies your present and required levels of performance in: Communication, Team Work, Time and Productivity and Work-related skills, with respondents' written comments. A developmental action planner is utilized to measure progress.*

#### **LEADERSHIP PROFILE ASSESSMENT (LPA)**

*Identifies leadership preferences and styles and measures six dimensions of leadership that are characteristic of successful leaders, with respondents' written comments. A developmental action planner is utilized to measure progress.*

#### **ORGANIZATIONAL ASSESSMENT (OA)**

*Identifies organizational culture and styles to help people in organizations work together, merging into one strong organization. Includes respondents' written comments and a business action strategy, recommendations and next-step actions.*

All GATTO assessments can be used in conjunction with our training programs or can be used independently in brief, one to two hour training modules. These assessments can also be used with performance appraisal and development.

## Quick-reference Cards

Laminated reference cards are used as daily reminders for success. The cards will help you to quickly address workplace issues. They are a support for efficiency and productivity in the workplace.

### THREE A'S OF COMMUNICATION AND LISTENING

*How to present and shape information with a format for effective listening*

### EFFECTIVE LEADERSHIP

*Leadership Characteristics and actions to effectively lead*

### CHANGE LEADERSHIP

*Characteristics and skills needed for leading change*

### LEADING MEETINGS

*Holding efficient and productive meetings: planning, running and closing meetings on time*

### CREATIVITY

*Outlines ways to enhance creative thinking, generating creative solutions*

### TEAM BUILDING

*Twelve steps to team success, outlining process and procedures*

### DESIGNING A PRESENTATION

*How to effectively design, plan and deliver a presentation*

### DEALING WITH THE HOSTILE PERSON

*Techniques to remain calm and to effectively work with hostile people*

### MENTORING

*Process to effectively mentor a protégé*

### TIME TIPS

*Suggestions for managing time, finding ways to be efficient and to eliminate time wasters*

### FOLLOWERSHIP

*Suggestions on how to effectively follow and support leadership*

## Books

- **A PRACTICAL GUIDE TO EFFECTIVE PRESENTATIONS**
- **CONTROLLING STRESS IN THE WORKPLACE**
- **TEAMWORK THROUGH FLEXIBLE LEADERSHIP**
- **REFLECTIONS FROM THE WORKPLACE**
- **SMART MANAGERS' FAQ GUIDE: A SURVIVAL HANDBOOK IN TODAY'S WORKPLACE**

## Workbooks

- **Assess Your Way to Success Through Time**
- **Assess Your Way to Success Creativity**
- **An Overview: How To Do Business in Seven International Countries**

## To Learn More About Gatto Training Associates or Talk to A Representative:

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## **SECTION II: Service & Product Inventory**

***Full Day Workshop*** 8:30 AM to 4:30 PM

***Half-Day Workshop*** 8:30 AM to 12:00 PM  
or 1:00 PM to 4:30 PM

***Consultation Counseling*** Customized to client needs.

***Certification of Instructors*** Certification of Instructors to present GATTO training workshops is dependent upon the level and skill of the instructor and the training material to be learned.

***Executive Coaching and Mentoring*** Consultative meetings and inventories.

## Products Guide

### ***Books***

- ☐ Controlling Stress in the Workplace
- ☐ A Practical Guide to Effective Presentation
- ☐ Reflections from the Workplace
- ☐ Teamwork Through Flexible Leadership
- ☐ Mentoring Process
- ☐ Mentoring Process for CPA's
- ☐ The Smart Manager's FAQ Guide  
A Survival Handbook

### ***Workbooks***

- ☐ Assess Your Way to Success Through Time
- ☐ Assess Your Way to Success Through Creativity
- ☐ An Overview: Doing Business Cross Culturally

***Self-reporting  
Assessments***

- ☐ Building Your Associate's Profile
- ☐ Identifying My Associates' Communication Styles
- ☐ Mentoring Assessment
- ☐ Motivational Profile
- ☐ My Preferred Communication Style
- ☐ My Preferred Negotiating Style
- ☐ Preferred Followership Style
- ☐ Preferred Leadership Style
- ☐ Preferred Learning Styles at Work
- ☐ Preferred Listening Style
- ☐ Self-esteem Assessment
- ☐ Stress Profile
- ☐ Team Assessment

***Quick-reference  
Cards***

- ☐ Change Leadership
- ☐ Controlling Stress
- ☐ Creativity in the Workplace • Creative Thinking
- ☐ Customer/Patient Service • Patient Care Card
- ☐ Dealing With the Hostile Person
- ☐ Designing A Presentation
- ☐ Effective Followers
- ☐ Effective Leaders • Dimensions of Leadership
- ☐ Effectively Leading Meetings
- ☐ Mentoring Skills
- ☐ Team Building Process
- ☐ The Three A's of Communication
- ☐ Time Tips

***Interpersonal  
Working  
Associations  
Inventory (IWAI)***

360° Reports are generated with five respondents and a self-assessment. All assessment have present and required level of performance in communication, teamwork, time and productivity, and work-related skills along with a narrative of open ended questions and responses by participant and respondents.

***IWAI Expanded  
Report***

Five additional customized narrative questions and up to ten respondents

***Leadership Profile  
Assessment (LPA)***

360° Reports are generated with five respondents and a self-assessment. Assessment identifies leadership preference and dimensions of leadership along with a narrative of open ended questions and responses by participant and respondent

***Team Report***

If more than three participants from the same organization complete the assessment, GATTO can generate a team report. A team report is a compilation of all data and responses for the participants in one report to identify the level of team performance.

***Organizational  
Assessment***

360° Reports are generated with respondents throughout the organization. All assessment has present level of performance of the various levels within the organization. A customized narrative of open-ended questions and responses is also written.

## SECTION III:

### The 360° Solution For You, Your Team, and Your Organization

***Know***

- ☐ Who you are and where you're going
- ☐ What to do when you get there

***Create***

- ☐ Solutions specifically related to you, your team and your organization
- ☐ Bridges to bring about what you want to accomplish

***Enhance***

- ☐ Job performance and proficiency
- ☐ Work-life balance

***What is the 360°  
Measurement  
Tool?***

It is an assessment of Interpersonal Working Associations Inventory (IWAI) and The Leadership Profile Assessment (LPA) developed by GATTO and has been used with thousands of people to enhance performance and efficiency through the 360° feedback process. The participant completes the assessment and asks up to ten work associates, including bosses, peers and subordinates, to anonymously complete assessments about the participant. In addition to a numerical rating section, the inventory also includes customized open ended questions related to each participant.



***What does  
GATTO do with  
the completed  
assessments?***

Results from all the assessments are tabulated and an individual profile is created by GATTO for each participant. If this process is for a team or an organization, team and organizational profiles are also created, in addition to individual profiles.

***What information  
will the GATTO  
360° give me, my  
team, or  
organization?***

**GATTO provides a report, along with the customized narrative, to each participant, with the following information:**

- ☐ Evaluation of self-performance
- ☐ Perceptions of associates are analyzed and presented.
- ☐ Strengths and opportunities for development for participant
- ☐ Similarities and differences between how the participant and associates interpret skills and performance of the participant
- ☐ Written narrative by the associates on strengths, areas for development, and interpersonal skills of the participant is presented
- ☐ General comments for the participant from the associates
- ☐ A plan of action to enhance performance.

***What will the  
GATTO 360° do  
for me, my team,  
or organization?***

Through the GATTO 360° process, a participant, team, or organization can identify, focus on, and promote quality performance. A participant can use the information for personal development and enhanced quality job production. The focus of the 360° assessments is to help each individual implement a personalized process to work more productively.

***High Quality  
Feedback***

GATTO prides itself on maintaining high quality feedback through written responses in addition to number ratings. The written responses give the participant in-depth, personalized feedback.

***INTERPERSONAL  
WORKING  
ASSOCIATES  
INVENTORY  
(IWAI)***

The **Interpersonal Working Associates Inventory** (IWAI) has four business dimensions that explain the participant's relationship and interactions with associates and work related competencies. This 360° assessment guides the participant to identification of skills and provides a helpful narrative from which the participant can develop an action plan. The true purpose of a 360° feedback is to "feed the future," helping each participant to become more proficiently skilled.

***LEADERSHIP  
PROFILE  
ASSESSMENT  
(LPA)***

The **Leadership Profile Assessment** (LPA) outlines and identifies preferences of leadership action. It also identifies how the participant and associates perceive the participant's leadership style. A second section outlines six leadership dimensions. These dimensions focus on the participant's ability to lead. This is followed by a customized narrative report, which guides the participant to develop an action plan.

**ORGANIZATIONAL  
ASSESSMENT,  
FITNESS and  
DEVELOPMENT**

In this process, assessments are used to identify the present work environment and future goals for managers and executives who want to understand their organization for the purpose of creating organizational change. This assessment process is to an organization what a physical exam is to a patient. Through this process, an organization can identify its strengths and developmental opportunities, can develop an appropriate leadership style, can enhance communication and team interaction, can write an organization strategy for development, and establish a transformation process to achieve organizational goals.

**Through this  
process, the  
organization will  
generate:**

- ☐ an organizational fitness report,
- ☐ a strategy for development for specific areas within the organization,
- ☐ a plan to implement a transformation process for development,
- ☐ a measurement of organizational development.

## **SECTION IV:      Workshop Abstracts**

### ***Measurable Results***

All GATTO workshops provide measurable results for real world business challenges.

### ***Customized***

All GATTO Workshops can be customized for one-on-one training, modular group training, or one to two-day group sessions. Workshops can be held at your facility, or at another location, and can be given by a GATTO professional facilitator. Your in-house facilitator, who must be certified by GATTO to teach the workshops and must purchase appropriate materials, can give many of the workshops. In addition, GATTO can design and develop workshops to meet your individualized needs.

**Gatto Workshops**

- |   |  |
|---|--|
| <input type="checkbox"/> Bullying in the Workplace                          | <input type="checkbox"/> Executive Coaching: One-on-One      |
| <input type="checkbox"/> Change Leadership                                  | <input type="checkbox"/> Followership                        |
| <input type="checkbox"/> Communication                                      | <input type="checkbox"/> Influencing                         |
| <input type="checkbox"/> Conflict Resolution                                | <input type="checkbox"/> Leadership                          |
| <input type="checkbox"/> Controlling Stress in the Workplace                | <input type="checkbox"/> Leadership and Teamwork Simulations |
| <input type="checkbox"/> Coaching for The Workplace                         | <input type="checkbox"/> Mentoring                           |
| <input type="checkbox"/> Dealing with 7 Different Types of Difficult People | <input type="checkbox"/> Motivational Interviewing           |
| <input type="checkbox"/> Doing Business Cross culturally                    | <input type="checkbox"/> Strategic Planning                  |
| <input type="checkbox"/> Effective Presentation                             | <input type="checkbox"/> Team Building                       |
|   | <input type="checkbox"/> Work/Life Balance Through Time      |

***BULLYING IN  
THE  
WORKPLACE***

Bullying is becoming an epidemic. In our half-day workshop we will discuss ways in which Bullies are inappropriate through repeated actions that mistreat employees through: verbal abuse, offensive behaviors, and humiliating or intimidating actions. Bullies disrupt productivity and cause people to continually avoid interaction or walk on eggshells.

**Each participant will learn how to:**

- ☐ define Bullying in the Workplace
- ☐ identify the characteristics of bullies
- ☐ identify ways to identify and prevent Bullying in the Workplace
- ☐ assess organization's readiness for change
- ☐ develop a action plan for organizational change and self-development

## ***CHANGE LEADERSHIP***

The ability to change is an important part of the business environment and the ability to help the organization adapt to change is a critical business challenge. The **CHANGE LEADERSHIP WORKSHOP** focuses on understanding the need for change and giving the executive/manager the real tools to lead his or her organization through the process of change.

**Each participant  
will learn how to:**

- ☐ define change leadership
- ☐ identify the characteristics of effective change leaders
- ☐ identify personal change leadership strengths and weaknesses
- ☐ assess organization's readiness for change
- ☐ develop a change leadership action plan for organizational and self-development

## ***COMMUNICATION***

The Communication Workshop guides participants to become effective speakers by meeting listeners' needs. Communication skills are developed by having participants assess effective communication, both face-to-face and via phone, in their work environments, and learn how they may need to adapt their styles. Participants are educated in the styles of communication to adapt their own styles to better communicate. Individual strengths and developmental techniques to help each participant create his or her own unique style of effective communication are analyzed. Participants also learn successful techniques for meetings, and also learn to utilize audience synergism (such as brainstorming, gathering information, and effective participation).

**Each participant  
will learn how to:**

- ☐ adapt various communication styles,
- ☐ enhance speaking skills, enhance listening skills,
- ☐ ask and answer questions appropriately,
- ☐ enhance meeting effectiveness, and
- ☐ evaluate and improve future communication.

***CONFLICT  
RESOLUTION***

The **CONFLICT RESOLUTION WORKSHOP** will help participants identify their styles of resolving conflict, identify why they are in conflict, and provide a process to address issues of conflict. This insightful workshop guides participants to understand why people enter into conflict. The focus is on what the participant can do to resolve conflict. An approach to resolve conflict will be presented so that each participant will be able to address conflict in a professional and responsible way.

**Each participant  
will learn how to:**

- ☐ identify individual styles of conflict resolution,
- ☐ outline strategies to resolve conflict, and
- ☐ develop an action plan to address conflict in the workplace.

***CONTROLLING  
STRESS in the  
WORKPLACE***

Different factors create stress in people's lives.

**CONTROLLING STRESS IN THE WORKPLACE WORKSHOP** enables participants to identify stressors and create ways to manage them. For example, participants learn to relieve stress by using various techniques of mental and physical relaxation. The workshop highlights ways to develop individual strategies and analyzes interpersonal working associations and personal problems. Each participant creates an action plan for him or herself (based on responses to a self-assessment inventory) to deal with the causes of stress and develop ways to relax. Stress, frustration, and anger have become part of the workplace. This workshop discusses ways to lessen stress and bring a more harmonious attitude to work.

**Each participant  
will learn how to:**

- ☐ identify causes for stress,
- ☐ lessen stress,
- ☐ use relaxation to reduce stress,
- ☐ recognize how others create stress in his or her life,
- ☐ become more productive,



## **Coaching for The Workplace**

The Coaching in the Workplace program will present the basics needed for those people who want to coach employees in their department or organization. People who are presently working, as supervisors, managers, and executives who want to effectively coach direct reports will benefit from this workshop.

### **Each Participant will Learn How To:**

- ☐ Effectively coach within your organization
- ☐ Learn how to assess coaching goals, client strengths and specific issues concerning the coaching process.
- ☐ Learn about organizational roles, change process, mentoring and conflict management related to the coaching process.
- ☐ Help employees achieve a better future both personally and professionally

## **Dealing with 7 Types of Difficult People**

We all have to deal with *difficult people* - even YOU may be a difficult person! Do people get up in the morning thinking, “How can I be difficult today?” Is it always the same people who are difficult? This workshop will help participants to identify the 7 types of difficult people and discover how to accomplish more with fewer aggravations and feel good about yourself at the same time.

### **Each Participant will Learn How To:**

- ☐ Identifying the 7 difficult types.
- ☐ Who are difficult people?
- ☐ Why are people difficult?
- ☐ Coping skill to work with difficult people.
- ☐ Making sure you are not the difficult person in your firm!
- ☐ Communicating and working with all types.
- ☐ Developing a coping plan

## ***FOLLOWERSHIP***

Effective Followership creating change from within Followership is the art of working with others in a supportive yet fulfilling way. Followership is the relationship that completes leadership. Leadership can be measured through the supportive actions of followers. The Effective Followership Workshop guides participants to know when to follow and lead. Learn to communicate authentic, honest thoughts, and feedback. Participants are educated in the styles of followership to adapt their own styles to better communicate. Individual strengths and developmental techniques to help each participant create his or her own unique style of effective followership are analyzed. Participants also learn successful techniques to set developmental goals and take action to achieve those goals

- ☐ know when to follow and lead
- ☐ support, cooperate, and participate
- ☐ perform in relationship to the leader's style
- ☐ develop people who report to you

**EFFECTIVE  
PRESENTATION**

The **EFFECTIVE PRESENTATION WORKSHOP** directs participants to demonstrate competence and behaviors for effective presentation. Specific techniques are given to help the participant understand the “how-to” of presentation. Having each participant give a series of presentations that are video taped develops presentment skills. Participants are educated in the use of visual aids (flip charts, overhead projector, graphics, etc.) and verbal aids (voice inflection, rate of speech, use of pauses, etc.). Individual strengths are developed to help each participant create his or her own style of effective presentation. Participants also learn successful techniques to design a presentation, utilize audience synergism (brainstorming, gathering information, effective participation, etc.), and learn how to effectively address questions and control nervousness. At the end of the workshop, each participant is given the videotape of his or her presentations for self-assessment.

**Each participant  
will learn how to:**

- ☐ design a presentation,
- ☐ demonstrate enhanced speaking skills,
- ☐ effectively use visuals,
- ☐ demonstrate how to ask and answer questions,
- ☐ demonstrate enhanced meeting effectiveness,
- ☐ continue to evaluate and improve future presentations.

***EXECUTIVE  
COACHING  
ONE-ON-ONE***

The participant meets one-on-one with a GATTO Executive Consultant to develop skills and productivity through self-directed development. The consultative meetings guide the participant to a better understanding of self and others to enhance job productivity. This is done via individual feedback, assessments, readings, and consultation. The consultation defines strategies to implement the quality process in the workplace.

**Assessments to provide the basis for feedback may include the following:**

- ☐ The 360° Feedback Report
- ☐ Communication Inventory
- ☐ Orientation Inventory
- ☐ Personality Inventory
- ☐ Career Development Inventory

## **INFLUENCING**

The **INFLUENCING WORKSHOP** guides participants to better performance and interaction with others to enhance job performance. Through the 360° feedback (IWAI), participants receive candid information as to how working associates perceive their job performance. The influencing process will be reviewed, identifying individual's strengths and areas for development. Interactive skills are enhanced by having each of the participants assess what causes others to be influenced by them, assess effective communication in their work environment, and learn how they may need to adapt their abilities. Participants develop an action plan to systematically enhance their interactive job performance skills.

### **Each participant will learn how to:**

- ☐ identify strengths and areas for development via feedback from working associates,
- ☐ enhance productivity and interaction
- ☐ adapt personal working and communication styles to be more effective,
- ☐ enhance team meetings by efficiently applying the influencing process
- ☐ give and receive feedback
- ☐ develop and enhance interactive skills, and
- ☐ apply practical ways to lead meetings.

## **LEADERSHIP**

Leaders are an organization's conduits between the employees and translating ideas into action. The **LEADERSHIP WORKSHOP** guides participants toward becoming effective situation leaders who meet organizational, employee, and individual expectations. Characteristics of an effective leader are highlighted throughout the workshop. The workshop enables the participants to identify their own leadership styles and the different maturity levels and work habits of followers. The participants learn to develop potentials within themselves and followers. Leadership skills are enhanced in this workshop through a practical application approach, small group and instructor feedback, group problem solving, and self-assessments, including the 360° Leadership Profile Assessment (LPA). A one-day follow-up workshop three to four months after the initial training is highly recommended.

### **Each participant will learn how to:**

- ☐ discuss characteristics of a successful leader,
- ☐ write an individualized developmental action plan,
- ☐ measure personal leadership style to successful leader characteristics.

**LEADERSHIP  
and TEAMWORK  
SIMULATIONS**

The **LEADERSHIP AND TEAMWORK SIMULATIONS WORKSHOP** is a management development process that guides participants to enhance their working relationship with direct reports, superiors and associates at all levels. The focus is on interactive leadership competencies and behaviors. Participants examine and experience various applications of leadership styles and followership within teamwork. Business simulations are used so that each participant will experience and analyze leadership and followership relationships in a team setting. Each participant has the opportunity to reflect on his or her working leadership and communication styles, and the impact the style has on employee performance. The simulations can be used in a leadership assessment center to identify leadership potential and ability.

**This workshop consists of three phases:**

1. prework 360° Leadership Profile Assessment (LPA) and feedback on each participant's leadership style and ability;
2. seven business simulations, each followed by a debriefing session, which give each participant extended feedback, and
3. follow-up action plans written for leadership measurement. Each participant has the opportunity to lead, follow, and observe.

**Each participant  
will learn how to:**

- ☐ articulate a personal style of leadership strengths and development issues,
- ☐ discuss and demonstrate the personal style of leading, following and interacting,
- ☐ demonstrate the ability to lead a team,
- ☐ write an individualized developmental action plan to implement back at work.

**MENTORING**

Mentoring is a philosophical and developmental process that enhances the potential ability within the employee in a wide range of situations. In the Mentoring Workshop, participants will learn how to develop a mentoring process to meet the needs of a given organization, including choosing appropriate mentors, developing and/or using appropriate assessment instruments, creating the right climate, developing support, giving feedback, and building motivation. In addition, participants will learn how to implement the developed process in an organization.

***Each participant  
will learn how to:***

- ☐ discuss and understand the mentoring process
- ☐ develop a mentoring process on his or her own
- ☐ conduct a mentoring process

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## **MOTIVATIONAL INTERVIEWING**

Motivational Interviewing is a collaborative conversation to strengthen a person's own motivation for a commitment to change. Focuses on exploring ways to resolve ambivalence (conflict of ideas or uncertainty) Motivational Interviewing process is used to facilitate change. Motivational Interviewing does not impose change that is not consistent with the person's own values and concerns.

*Each participant  
will learn how to:*

- ☐ identify what motivational interviewing is
- ☐ identify the principles of motivational interviewing
- ☐ develop his/her own approach
- ☐ create an individual action plan

## **STRATEGIC PLANNING**

In the Strategic Planning Workshop, the participant will be given the background and thinking skills to not only plan, but to also develop a practical plan that can be implemented in the workplace. Planning is a vital component of the workplace, but planning alone is not sufficient. The successful planner must have a common sense approach to get people involved and get them to buy into the plan. Many great thoughts and ideas have been discarded, not because of lack of good strategic planning, but simply because of politics. This workshop will give participants the strategies and actual steps to think and then to plan. In addition, it will give them the people skills to get the buy-in for implementation.

*Each participant  
will learn how to:*

- ☐ define planning
- ☐ develop a successful plan
- ☐ present the plan
- ☐ get buy-in from others

## **TEAM BUILDING**

The **TEAM BUILDING WORKSHOP** is used to transform a group of individuals into a team focused on synergism, which is the idea that the total effect of a team is greater than the sum of effects taken independently.

**The team learns to accomplish its expected results by recognizing and identifying the following:**

1. the contribution that each member makes to the team;
2. the decision maker within the team; and,
3. the team's responsibility to the larger organization.

These objectives are achieved throughout the use of assessment inventories and group discussions that develop constructive, open lines of communication. The workshop helps the participants understand and utilize the team's personality and strengths. Teams today are essential to the workplace. This workshop enhances team effectiveness through individual development.

**Each participant  
will learn how to:**

- ☐ better know team members,
- ☐ assess how the team members work together,
- ☐ get team members involved,
- ☐ measure successful teamwork,
- ☐ recognize the stages of team development,
- ☐ write an individualized developmental action plan to implement back at work.

**WORK/LIFE  
BALANCE**

The **WORK/LIFE BALANCE WORKSHOP** guides participants to rethink the expenditure of time, both work related and personal. The purpose is to focus on time and productivity and the elimination of non-productive activities. Participants will develop the skills to: eliminate non-essential activities; plan and organize; deal with procrastination; stress associated with juggling time; remain productive; and, maintain a daily time log.

**Each participant  
will learn how to:**

- ☐ design a daily time log,
- ☐ plan and organize work flow,
- ☐ demonstrate effective use of time,
- ☐ enhance productivity through time management,
- ☐ eliminate non-essential activities.

**DOING  
BUSINESS  
CROSS-  
CULTURALLY**

These training modules are customized to specific countries and are designed to help your employees do business internationally.

- ☐ Eastern Europe
- ☐ France
- ☐ Germany
- ☐ Great Britain
- ☐ Latin America
- ☐ Mexico
- ☐ South-East Asia
- ☐ The United States

## SECTION V: Speeches

Dr. Gatto has presented to all levels of employees and types of organizations. The focus of his speeches is to be provocative, inspiring to learn, and focus on individual action. He has won many awards for his presentations to employees and executive groups and professional organizations.

- ☐ Break Away from Boredom: Effective Presentation
- ☐ Bypassing the Bumps on the Change Highway
- ☐ Flexible Leadership: Don't Get Bent Out of Shape
- ☐ Less Stress = More Work: Lessening Stress in the Workplace
- ☐ Making Motivation Work
- ☐ Shorter Meetings: Increased Productivity
- ☐ Tips for Successful Employee Assessment
- ☐ Tools for Teamwork: Building a Better Team
- ☐ Training Tools and Techniques for HR
- ☐ Who You Are is Not Your Position

## **Organizations That Have Used GATTO Services**

### ***Corporations***

Allegheny Teledyne  
Aluminum Company of America (ALCOA)  
American Eagle Outfitters  
Aristech Chemical Corporation  
Association of Iron & Steel Engineers (AISE)  
Bayer Corporation  
Cellomics  
CERDEC Corporation  
CSX Transportation  
Cutter Laboratories  
Draeger Safety  
Dynamet Industries  
FedEx Services  
Fiserv  
Highmark Blue Cross / Blue Shield  
Koppers Industries, Inc.  
Federal Home Loan Bank  
Medrad  
The Goodyear Tire and Rubber Company  
Turner Construction  
USX Corporation  
Pittsburgh Pirates

### ***Medical Facilities***

AmeriNet Central  
Excela Health  
Health Care Visions  
Latrobe Hospital  
Lutheran Youth and Family Services  
University Pittsburgh Medical Center (UPMC)

***CPA Firms***

Alpern Rosenthal  
Carbis Walker and Associates  
Deloitte Touche and Company  
May and Company  
Moore Stephens NA (over one hundred firms)  
Parente•Randolph•Orlando•Carey & Associates  
Polaris International, NA

***Colleges and Universities***

Carnegie Mellon University  
Community College of Allegheny County  
Duquesne University Center for Corporate Development  
Point Park University  
Robert Morris University  
University of Pittsburgh

***Public Sector***

City of Pittsburgh  
Employee Advisory Council Conference  
Family and Youth Services  
Federal Bureau of Investigation (FBI)  
Government Services Association (GSA)  
International Toastmaster Conference  
New England Cash Management Association  
Treasury Management Association of New England (TMANE)  
Western VA CPA State Association

***Non-profits***

Community Technical Assistance Council (CTAC)  
Greene County Human Services Department  
Mercer County Job Center  
PAPEN Employment Network  
The Pittsburgh Convention Center  
Vietnam Veterans Leadership Program of Western PA Inc.

## **SECTION VII: Rex P. Gatto, Ph.D.**

### ***History***

Founder and President of Gatto Training Associates (Gatto). Dr. Gatto's practice has been dedicated to helping people in the workplace to enhance productivity through a better understanding of themselves. He has done extensive research in the area of individual working, thinking, personality, leadership, teamwork and communication styles and their impact on the working environment. As a behavioral scientist and counselor he has devoted his energies to helping all levels of business people: CEO's, vice presidents, managers and professionals to have an enriched work life. Dr. Gatto consults on matters of organizational effectiveness, conducts training programs and also conducts one-on-one and group counseling.

### ***Education***

Dr. Gatto holds an Undergraduate and Master's Degree in Education from Duquesne University, a Master's of Arts in Counseling Psychology from Norwich University, and a Ph.D. from the University of Pittsburgh and Pennsylvania Certifications as an Educator and Supervisor of Curriculum and Instruction. Dr. Gatto is Board Certified as a National Certified Counselor (NCC) and Cognitive Therapist and a Nationally Certified Psychologist.

***Speaker***

As a business consultant and lecturer, he has presented to business people throughout the United States and Canada. He has presented for many professional organizations and received an outstanding speaker letter from the American Society of Training and Development acclaiming him as a dynamic and thought-provoking speaker. He has developed customized training workshops for many corporate 500 companies, hospitals, small businesses, universities and colleges, and has trained and facilitated all positional levels of business people. As a change interventionist, he has written and presented for business teams, corporations and helped people achieve an enriched, productive, and enjoyable work life.

***Affiliations***

Member: American Psychological Association, Pennsylvania Psychological Association, Society for Industrial and Organizational Psychology Inc., American Counseling Association, Pennsylvania Counseling Association, American Society for Training and Development, Pittsburgh Human Resources Association, and Society for Human Resource Management.



***Gatto*** Associates, LLC.  
  
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