

Vital Signs Toolkit

1:1 Certification via Distance Learning

VS 1:1 = powerful + in-depth + convenient

Learn to assess the drivers of organizational performance from your desk.



VS 1:1 Certification

Learn to assess the drivers of organizational performance – at your convenience.

The VS toolkit includes validated assessments to measure the key drivers of organizational performance at three levels:

- LVS** Leadership Vital Signs:
Insight on leadership effectiveness.
- TVS** Team Vital Signs:
Identify opportunities and obstacles for optimal group performance.
- OVS** Organizational Vital Signs:
Measure key indicators of organizational climate across the enterprise.

The program includes virtual classroom sessions (live, online with your coach, interact on screen via web-cam), individual coaching sessions, and independent work. The program takes approximately three weeks, including:

- Virtual classroom sessions: 4-6 hours
- 1:1 coaching: 5-6 hours
- Independent work: 18-22 hours

Registration also includes: *INSIDE CHANGE* book, the VS User Manual, Certified Intranet Account, Tools Intranet Account, credits for a practice TVS and two practice LVSs (a \$1000 value). The registration fee is \$1295 for one person, currently on special at \$995.

There are three phases in the program:

1. Engage: Learn the model and background
2. Activate: Use the tool
3. Reflect: Synthesize learning, plan next steps

Upon completion of these steps, you earn the Vital Signs Certification (designated “active” in our online intranet and certificate mailed).

The course includes a follow-up call 90 days after completion to check-in on progress and clarify remaining questions.

The following page includes a detailed, step-by-step guide to the program with a space to checkmark each step on completion. The course must be completed within 60 days of registration, and the final certification may be completed within an additional 30 days.


To register, email our VS Program Manager: Jay Grant <jay@6seconds.org>



Progress Checklist

Phase	Step	Time	Check
Engage Understand the value of the toolkit and be prepared to jump into learning to use the VS	Sign up for the class and create a schedule with your coach; coach mails pack of materials (binder, book, CD)	Call, 5 min	
	Read <i>INSIDE CHANGE: Transforming Your Organization with Emotional Intelligence</i>	Approx 4 hours	
	Class 1: The Vital Signs Model	1 hour, virtual class	
	Read the VS User Manual & VS Model article	Approx 1 hr	
	Take the LVS 360 tool (setup via email with coach, collect results, coaching #1)	Approx 1 hr + 1 hr phone	
	Class 2: Uses of Vital Signs, VS Admin, and VS Psychometrics. Plan VS practices.	90 min, virtual class	
Activate Learn to deliver VS Tools	Create timeline for practice projects + read case study/studies	Approx 1 hr	
	Class 3: Interpreting VS and Application	1 hour, virtual class	
	Administer LVS (plan with client, collect data, coaching #2 to review report, deliver to client)	Approx 4 hrs	
	Administer TVS #1 (plan with client, collect data, coaching #3 to review report, deliver to client)	Approx 4 hrs	
	Class 4: OVS and More Applications	1 hour, virtual class	
Reflect Review learning, plan next steps	Review VS cases, VS brochures, VS Manual, sample reports, etc. Complete implementation worksheet.	Approx 2 hours	
	Coaching #4: final check for understanding of tools; review key take-aways, Q&A, next steps.	1 hour, phone	
	Coaching #5: 90-day check-in, review implementation progress.	1 hour, phone	

Vital Signs Overview

<p>LVS Leadership Vital Signs: Insight on leadership effectiveness.</p> 	<p>Measure leaders' capacity to produce strong results and build a thriving organization and drive change.</p> <p>Measures drivers + leadership outcomes: Influence, Efficacy, Design, Direction</p>
<p>TVS Team Vital Signs: Identify opportunities and obstacles for optimal group performance.</p> 	<p>Measure the vitality of work group, their capacity to achieve great results, and their readiness to meet new challenges.</p> <p>Measures drivers + team outcomes: Satisfaction, Results, Agility, Sustainability</p>
<p>OVS Organizational Vital Signs: Measure key indicators of organizational climate across the enterprise.</p> 	<p>Assess the people side of performance, pinpoint the most valuable development opportunities and key risk factors. Make comparisons to design and track development.</p> <p>Measures drivers + org outcomes: Retention, Productivity, Customer Focus, Future Success</p>

See www.6seconds.org/tools/vs for more about the tools and the VS Model.