



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: Alex Russell <alex@6seconds.org>

Progress Checklist

Engage - Prepare	Time	Scheduled	Check
Sign up for the class and schedule first class with your mentor; coach mails pack of materials	Call, 5 min		
Introducing VS: Watch video introducing the VS Model. Read the VS User Manual & VS Model article. Optionally: Watch webinar(s) on Change and on VS. Read <i>INSIDE CHANGE: Transforming Your Organization with Emotional Intelligence</i>	Approx 3-4 hrs		
Class 1: Overview of course, scheduling the steps below. Discuss uses of VS.	1 hour, virtual class		
Take the LVS 360 assessment yourself (setup via email with coach, collect results)	Approx 1 hr		
Coaching #1: Debrief of your LVS	1 hr phone		
Activate - Dive In	Time	Scheduled	Check
VS in Depth. Watch videos on VS Admin and VS Psychometrics and read the manuals.	1-2 hrs		
Watch a video then create timeline for practice projects	Approx 1 hr		
Class 2: Interpreting VS and VS Implementation Process	1 hour, virtual class		
Administer LVS (plan with client, collect data)	Approx 1 hr		
Coaching #2: Prepare to deliver LVS to client	30 min, phone		
Deliver LVS to client	Approx 1 hr		
Class 3: Facilitating TVS, OVS	1 hour, virtual		
Administer TVS (plan with client, collect data)	Approx 2 hrs		
Coaching #3 to review client TVS report & prep	30 min, phone		
Deliver TVS to client	Approx 2 hr		
Reflect - Wrap up	Time	Scheduled	Check
VS Applications. 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.