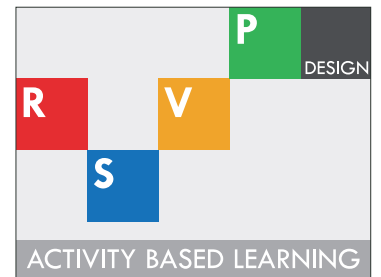


An overview of RSVP Design Ltd's range of toolbox and powertool products



RSVP Design Ltd

Activity based learning resources for developing individual, team, management and leadership skills



PRODUCT CATALOGUE



Toolbox

Colourblind®

Learning Focus

Communication
Achieving Common Meaning
Team Problem Solving
Chairing and Group Management

Group Size

Ideal 6-16 Possible 4-28

Duration

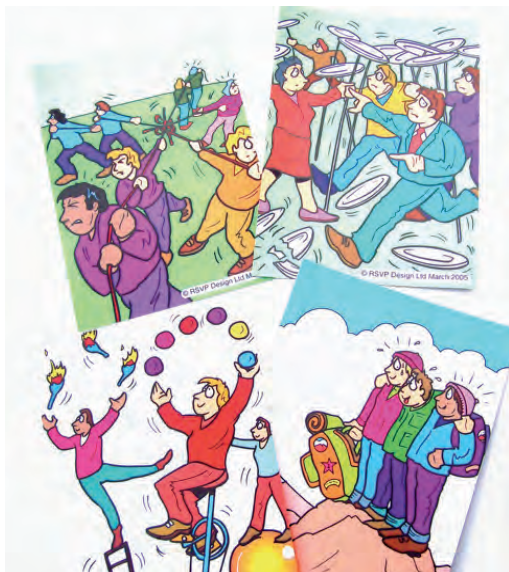
20-40 minutes plus review

Contents

Facilitator Manual, 16 x blindfolds
30 coloured components

Comments

A classic learning activity, used globally, to improve team communication skills, especially in those working remotely. An introduction to cultural awareness.



Toolbox

Images of Organisations

Learning Focus

Introduction to a learning event
Team Building
Personal or Team Development Planning

Group Size

Ideal 6-16 Possible 4-30

Duration

Approximately 30 minutes

Contents

48 high quality laminated images (3 x 16)
Full facilitation notes and questions

Comments

Organisational metaphors to encourage discussion and sharing of experience, feelings and perceptions. These popular images are highly versatile and can be used with individuals or teams.



Toolbox

Cultural Connections

Learning Focus

Diversity
Cultural Awareness

Group Size

Ideal 4-6 per set Possible 8-12

Duration

20-30 minutes plus review

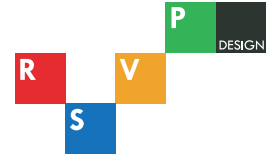
Contents

1 pack of 48 playing cards
Facilitation guidelines on additional cards

Comments

A 'Learning Loops' activity, designed to test individual and team knowledge and to provoke discussion about wider themes of diversity and cultural stereotyping. Cards are grouped according to known cultural differentiators.

PRODUCT CATALOGUE



Toolbox Blindfolds

Learning Focus Communication Skills/Listening
Understanding the impact of non-verbal communication
Blindfolds are a great standby resource for team-building and trust work!

Contents Supplied in packs of 30

Comments **Replacement blindfolds for Colourblind®**
For reasons of hygiene and safety always supply clean blindfolds to groups.
Our blindfolds are machine washable but should you choose to issue new ones they can be purchased direct from RSVP Design Ltd at competitive prices.



Toolbox Images of Customer Service

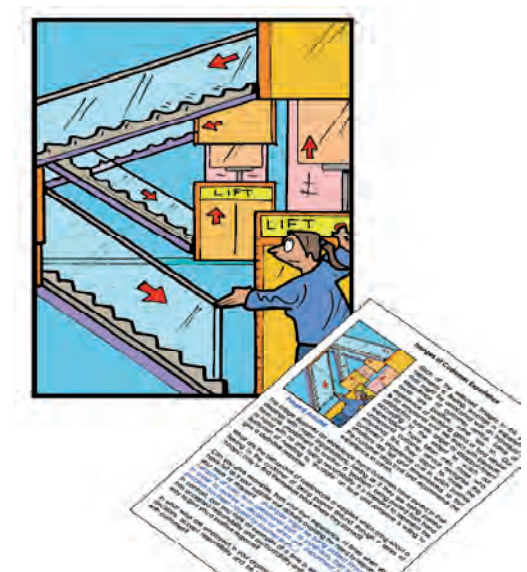
Learning Focus Introduction to Customer Service
Understanding Customer Perspectives
Experience of Customer Relationships

Group Size Ideal 6-16 Possible 4-30

Duration Approximately 30 minutes

Contents 48 high quality laminated images (3 x 16)
Full facilitation notes and questions

Comments An engaging way to encourage learners to consider the emotions and responses related to good and poor customer service. The images require some interpretation, to allow learners to explore different perceptions.



Toolbox Workstations

Learning Focus Introductory Team Building
Managing Information
Identifying Individual Learning Styles

Group Size Ideal 5-6 per set Possible 4-15

Duration Approximately 30 minutes

Contents 1 x pack of playing cards
Full facilitation notes and questions

Comments A challenging problem-solving task with powerful messages about managing team communication. A perfect early team exercise, to establish how a team works together.





Toolbox Challenging Assumptions

Learning Focus Creative Thinking and Problem Solving
Challenging Conventional Thinking
Understanding Approaches to Change

Group Size Ideal 3-4 per set Possible up to 8

Duration 20-30 minutes plus review

Contents Facilitator Manual
2 x jigsaws per pack

Comments A great way of raising awareness about the benefits and limitations of using previous experience in new situations. A quick examination of techniques for encouraging new patterns of thinking.



Toolbox Seeing the Point

Learning Focus Synergy: doing more with less
Creative Problem Solving
Thinking Differently

Group Size Ideal 3-4 per puzzle Possible 2-20 per set

Duration 10-15 minutes plus review

Contents 4 x 7-piece puzzles in different colours
Facilitation guidelines

Comments A challenging activity to illustrate "thinking outside the box". Ideally used with 'Challenging Assumptions' as a 'mental warm-up' for problem-solving and creative thinking, or to reinforce key learning points



Toolbox Reversal

Learning Focus Supervisory Skills
Instruction and Delegation
Workload Allocation
Time and Resource Management

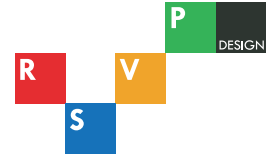
Group Size Ideal 8 per set Possible 4-12

Duration Approximately 30 - 40 minutes

Contents Facilitator Manual, Gameboard, Case
Master model + matching magnetic pieces

Comments An excellent example of how to assess individual ability and delegate accordingly. Creating the conditions under which all individuals can do their best work.

PRODUCT CATALOGUE



Toolbox Minefield

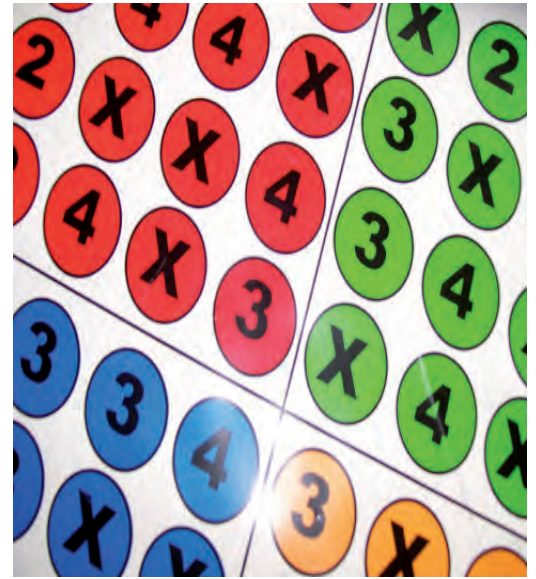
Learning Focus Knowledge Management
Information Sharing
Relationship Building across teams
Competition v Collaboration

Group Size Ideal 8-12 Possible 4-16

Duration 45 minutes plus review

Contents Facilitator Manual, Gameboard, Case
64 magnetic pieces + scoresheets

Comments A task that gives a numerical measure of effective team performance, based upon a willingness to break down barriers and share knowledge across team boundaries.



Toolbox Simmetrics

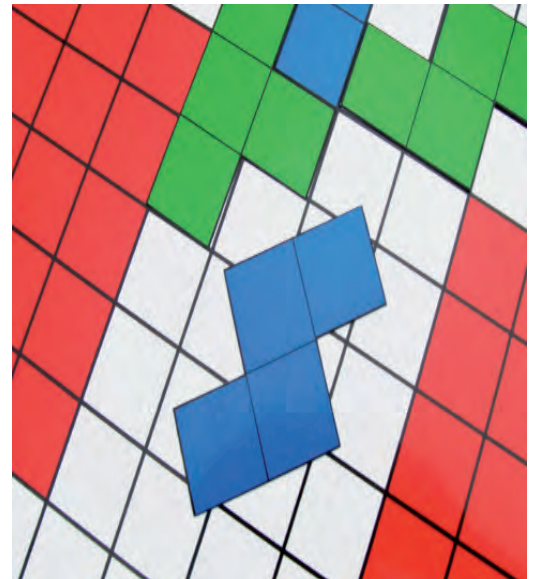
Learning Focus Process Review
Cumulative Error
Time Management
Process Improvement

Group Size Ideal 5-10 Possible up to 20

Duration 40 minutes plus review

Contents Facilitator Manual, Gameboard, Case
20 magnetic pieces + matching cards

Comments A fast-moving task that illustrates how quickly small errors become expensive! An opportunity to explore how a short process review brings out valuable learning.



Toolbox Symbols

Learning Focus Communication
Process Improvement
Team Planning and Organisation
Supervisory Leadership

Group Size Ideal 6-12 Possible up to 30

Duration 40-50 minutes plus review

Contents Facilitator Manual, Gameboard, Case
30 different magnetic tiles

Comments A complex, challenging, communication task with a high-pressure deadline. Ideal for use in a competitive situation, to challenge teams to produce excellent performance.

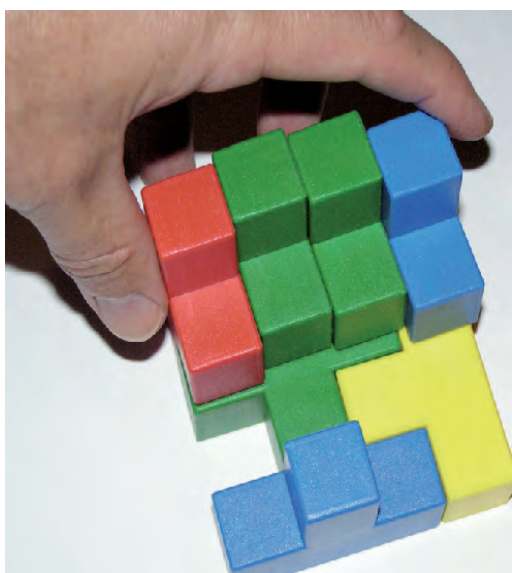




Toolbox	Voyage Mapping
Learning Focus	Reviewing Experience Future Planning/Action Planning Risk Assessment
Group Size	Ideal 3-4 per set Possible up to 8
Duration	Optional: Minimum 45 minutes
Contents	Facilitator Manual, Laminated mapboard, 75 cartoon images, dry-wipe marker pens, Future and past 'keys' for cartoon images
Comments	A visual metaphor of a journey generates discussion of past and future challenges. A versatile resource with applications in personal coaching and team development.

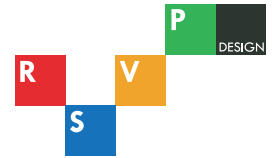


Toolbox	Network 2i by IntereI
Learning Focus	Teamwork and Team Communication Goal-Setting and Monitoring Rehearsing and Improving a Process
Group Size	Ideal 4 per set Possible up to 8
Duration	20-30 minutes + review
Contents	Facilitator Manual Network mechanism + 3 target sheets
Comments	A challenging test of team co-ordination. A more formal version of Team Balance, for indoor use and with more senior teams. Useful in supervisory work: can supervisors direct without hands-on involvement?



Toolbox	T-trade and Post-iT
Learning Focus	Negotiation Building Relationships across Teams Individual and Organisational Goals Building Trust
Group Size	Ideal 9-12 Possible 6-18
Duration	90 minutes plus review
Contents	Facilitator Manual, Components to build 6 cubes
Comments	Two complete activities in one box allow exploration of different interactions. One task focuses on competitive negotiation whilst the second needs collaborative effort.

PRODUCT CATALOGUE



Toolbox	Team Balance
Learning Focus	Teamwork and Team Communication Goal-Setting Rehearsing and Improving a Process Quality Improvement
Group Size	Ideal 8 Possible 4-16
Duration	30 minutes plus review
Contents	Facilitator Manual, Wooden Maze (Double-sided), Assorted balls and marbles
Comments	An entertaining team challenge, to set and achieve goals. Ideal for team competitions and for working with young employees to teach them how to contribute effectively.



Toolbox	Webmaster®
Learning Focus	Problem-Solving Remote Team Working Improving Task Efficiency Effective Teamwork
Group Size	Ideal 9-15 Possible up to 30
Duration	40-60 minutes plus review
Contents	Facilitator Manual, Design plans 30 metal and rope components
Comments	A large scale team exercise, with many learning possibilities. Small teams can work remotely, bringing the project together at a 'product launch'. 20 & 29 piece puzzle options available



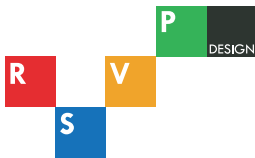
Toolbox	Learning Loops + licence
Learning Focus	Knowledge testing eg. Legislation, Systems, Health and Safety
Group Size	Ideal 4 Possible up to 8
Duration	20 minutes upwards
Contents	This licence allows you to create your own game by adding your own content to our template. Alternatively, we can design and produce high quality cards to your specifications.
Comments	Please contact us to talk about how we can customise this product for your corporate use or create subject specific versions for you.



Buy a Learning Loops licence to allow you to use our patented game format to create an individual card game around your chosen content.

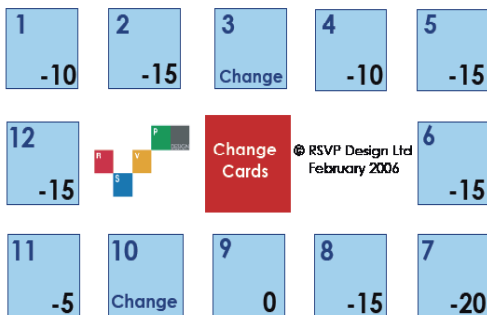
An ideal alternative to multiple-choice testing to confirm knowledge and awareness of specific subject matter.

Patent: 11/642,259



PRODUCT CATALOGUE

Pressure Point: Gameboard



Pressure Point: Scoreboard

	Project 1	Project 2	Project 3	Project 4	Project 5	Project 6	Project 7	Project 8
Start	+10	+10	+10	+10	+10	+10	+10	+10
R 1								
R 2								
R 3								

Toolbox

Pressure Point

Learning Focus

Management Decision-Making
Managing Meetings
Agreeing Shared Values

Group Size

6-10 per set

Duration

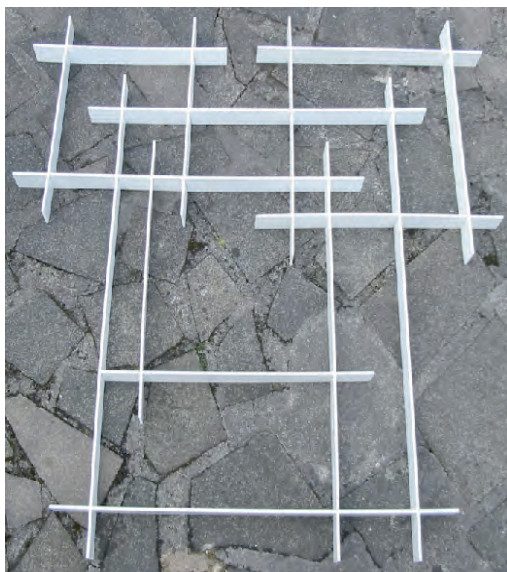
Approximately 60 minutes

Contents

Facilitator Manual, Carrying case,
Gameboard + components

Comments

A team debates the value of a range of organisational projects in order to make difficult resource allocation decisions. This task models the process of a decision-making and negotiation meeting.



Toolbox

Sequencer (shipping container available*)

Learning Focus

Process Improvement
Team Planning and Organisation
Supervisory Leadership and Delegation

Group Size

Ideal 5-10 Possible up to 16

Duration

40-50 minutes plus review

Contents

15 components
Full facilitation manual

Comments

A well-known and well-loved team problem-solving task delivered under time pressure. Several versions are available and a wheeled shipping (ski-box) container can be supplied

A larger scale lightweight plastic version
Maximum length - 72 inches (185cm)

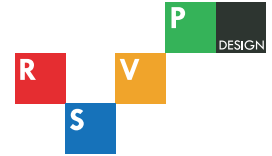
Hand-finished sealed plywood versions

Two sizes:

Maximum length - 48 inches (122cm)

Maximum length - 30 inches (76cm)

PRODUCT CATALOGUE



Toolbox Chainlink

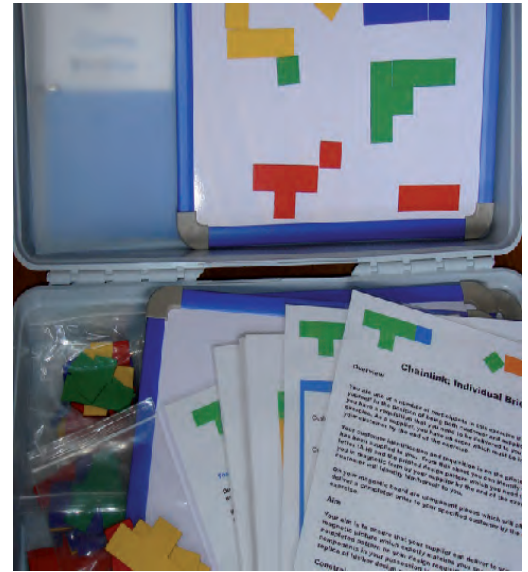
Learning Focus Prioritisation/ Managing Multiple Demands
Customer Supplier Relationships
Effective Communication under Pressure

Group Size Up to 8 per set

Duration Approximately 40 minutes + review

Contents Facilitator Manual, Customer order sheets
8 magnetic boards + magnetic components

Comments An exercise in managing the demands of being in an internal supply chain. Recognising individual differences and needs makes this an ideal task to link to personal style profiles such as MBTI.



Toolbox Narrow Margins

Learning Focus Information Management
Delegation of Responsibility
Strategic Decision-Making
Presentation & Influencing Skills
Team Leadership

Group Size Up to 16 per set

Duration Approximately 60 minutes + review

Contents Facilitator Manual, Project information sheets
4 OS Map Extracts and Map Measurers

Comments A competitive small group activity in which up to 4 teams must analyse a large volume of information, then use it to create and cost a workable strategy. A commercial proposal is then prepared to present to a prospective customer to win the business



Toolbox Complete Learning Tool package

It is possible to buy the full range of RSVP Design Ltd's learning tools at a price that is discounted from the individual product prices.

The Complete Learning Tool package includes 20 of the individual toolbox products that are listed in this catalogue. (It does not include powertools or workshops). This is an ideal resource pack for anyone who has a Learning Resource Centre or for training organisations running multiple programmes.

We can offer a significant level of support or trainer training to clients who purchase the Complete Learning Tool package, to ensure that you are comfortable with working with the individual activities.

Please contact us for details of the price, delivery and shipping of the complete learning tool package and to establish the level of support you need from RSVP Design in order to be able to achieve the potential contained in this comprehensive range of learning tools.



Powertool

Top Priority

Learning Focus

Prioritisation/ Managing Multiple Tasks
Supervisory Leadership
Project and Resource Management

Group Size

18-36

Duration

90 minutes plus review

Contents

Materials to complete up to 6 different parallel activities
Extensive facilitation manual

Comments

Parallel tasks must be completed, under strict time and resource pressure. Does the team have the management skills needed?



Powertool

SuperSymbols

Learning Focus

Effective Communication
Process Planning and Time Management
Co-operation across team boundaries

Group Size

Up to 150 per set (6 x sub-teams of 25)

Duration

Approximately 45 minutes

Contents

150 printed tiles and assembly grid to reveal large custom image on reverse
Full facilitation notes and questions

Comments

A conference size version of our popular Symbols activity, it is ideal for working with multiple teams on a collaborative task and can include custom imagery or branding.



Powertool

Webmaster Bridge

Learning Focus

Project Planning
Problem-Solving
Team Organisation

Group Size

10-30

Duration

Approximately 2 hours

Contents

A full scale, challenge course element;
29 components + connectors + rigging

Comments

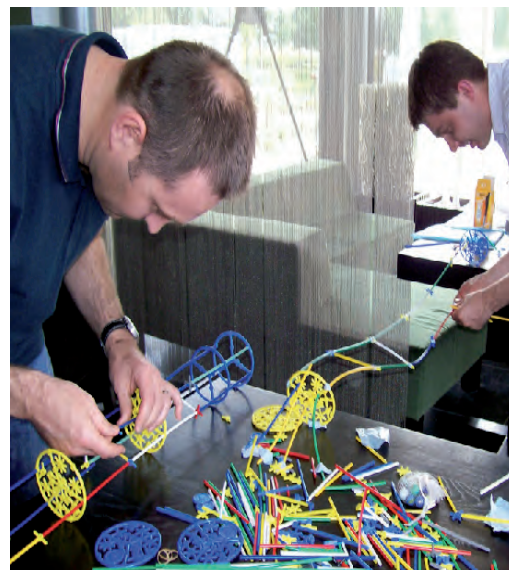
The Webmaster Bridge enables a team to create their own fully functioning Ropes (Challenge) Course Burma Bridge and to suspend and then cross it. This requires permanent outdoor installation.

Powertool Teamwork Web

Learning Focus Team Building and Team Creativity
Problem-Solving and Task Achievement
Time and Resource Planning

Group Size Up to 30
Duration A half-day session : 2.5 to 3 hours
Contents Materials for 29 varied team tasks
A full set of Webmaster®
Extensive facilitation manual

Comments A great task for a new team or a team-building event or fun 'awayday'. Use all 29 or just part of the resources!



Powertool Shaping the Future

Learning Focus Leadership
Organisational Strategy and Structuring
Managing through Change

Group Size Up to 30
Duration 8 hours, ideally over 2 days
Contents A comprehensive set of activity materials and briefing documents

Comments This is the most challenging and powerful of our powertools. Initial delivery is under taken by our team, and further client training can be provided with a licence for continued delivery.



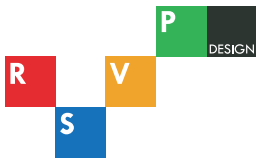
Powertool The BrainCell Challenge

Learning Focus Using different types of thinking to optimise team performance
Team planning and resource allocation

Group Size Up to 160
Duration 4 working hours, plus set-up and de-brief
Contents 16 varied indoor and outdoor team tasks

Comments Based on the model of Whole Brain Learning and the HBDI, this challenge is a conference style team development task that requires customisation to make it suitable for a specific conference venue.





PRODUCT CATALOGUE

WORKSHOPS

Workshop **Breakthrough Thinking**

Learning Focus Creative Thinking
Creative Problem-Solving and Solution-Finding
Individual contribution to a process of Innovation

Group Size Up to 16 participants

Duration 7 hours (can be delivered in modular form)

Contents All the resources and notes required to deliver a full day of training. This includes:
Activity materials for practical exercises
Full Facilitator Manual
A CD of materials for printing, including Participant Workbooks
A Powerpoint Presentation of key points

Comments Many people confuse the concepts of creativity and innovation. This practical and lively workshop addresses both.

Working in small groups, through a series of fast-paced and entertaining activities that tackle different aspects of the innovation process, learners build confidence in their own ability to contribute to the development of new ideas, products and solutions. The workshop also includes opportunities for teams to engage in creative problem-solving and to work together on real-life issues.

Workshop **Working with a Customer Focus**

Learning Focus Identifying customers, their needs and expectations
Understanding how to achieve excellence in customer service
Developing the behavioural skills that support strong customer relationships

Group Size Up to 16 participants

Duration 7 hours (can be delivered in modular form)

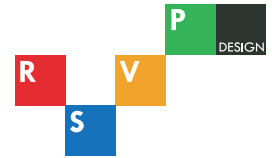
Contents All the resources and notes required to deliver a full day of training. This includes:
Activity materials for practical exercises
Full Facilitator Manual
A CD of materials for printing, including Participant Workbooks
A Powerpoint Presentation of key points

Comments At RSVP Design we firmly believe that building excellence in customer relationships depends upon changes in attitude and behaviour.

This workshop enables you to work with learners to use their own experience of being both customers and suppliers, and their ability to see things from the customer's perspective, so that they can begin to identify improvements to their own personal, team and organisational approaches to great customer service.

PRODUCT CATALOGUE

WORKSHOPS



Workshop	Developing Others through Coaching
Learning Focus	Observation and feedback skills Coaching skills, questioning and listening Personal and team development and action planning
Group Size	Up to 16 participants
Duration	7 hours (can be delivered in modular form)
Contents	All the resources and notes required to deliver a full day of training. This includes: Activity materials for practical exercises Full Facilitator Manual A CD of materials for printing, including Participant Workbooks A Powerpoint Presentation of key points
Comments	Strategic and operational managers are increasingly recognising the value of being able to act as coaches to their staff. In fact, their own performance is now often measured against their ability to develop and support others.

Yet many have no training and lack confidence in their ability to mentor and coach. This workshop builds the specific management skills of behavioural observation, feedback, questioning, coaching and development planning to improve the performance of others.

Workshop	Managing Effective Meetings
Learning Focus	The planning, management and follow-up of the meeting Chairing skills and the management of groups and group decision-making Techniques for generating ideas, evaluating options and reaching agreements
Group Size	Up to 16 participants
Duration	7 hours (can be delivered in modular form)
Contents	All the resources and notes required to deliver a full day of training. This includes: Activity materials for practical exercises Full Facilitator Manual A CD of materials for printing, including Participant Workbooks A Powerpoint Presentation of key points
Comments	Even traditional skills, such as the skills of managing meetings, can be taught in inspiring ways. We've used all of our experience to pull together theory, good practice and practical activity to create this engaging and participative workshop for anyone who manages, chairs or simply attends meetings. The skills apply to many types of meeting, from formal board meetings to informal problem-solving sessions or focus groups. We've tested these workshops with learners from public and private sector organisations and they've all commented on the value and relevance of the material. We hope you'll hear no more comments about "too many boring meetings!"



NOTES

RSVP DESIGN LTD





TALK TO US ABOUT OUR SERVICES:

A CATALOGUE OF ACTIVITY BASED RESOURCES

DESIGN AND DELIVERY OF LEARNING EVENTS

RSVP Design Ltd: 2, Darluith Park, Brookfield, Johnstone, PA5 8DD
Tel: +44 (0) 141 561 0387 www.rsvpdesign.co.uk

Company Registration: SC253981 VAT Number: 817 5134 35