

# Gung Ho!

## LEADER GUIDE

**Ken Blanchard**  
**Sheldon Bowles**

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### Participant Materials

Pretraining Survey
Posttraining Survey
Session Evaluation Form
Notes

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PREPARATION MATERIALS

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## INTRODUCTION

In the book *Gung Ho!*, Ken Blanchard and Sheldon Bowles introduce us to an invaluable management tool, outlining methods to inspire the way people lead. This video is designed to complement their book and provides a visual guide for implementing the three principles of Gung Ho!

Participants attending this training session will learn the essential principles of the Gung Ho! theory:

- The Spirit of the Squirrel—Worthwhile Work
- The Way of the Beaver—In Control of Achieving the Goal
- The Gift of the Goose—Cheering Each Other On

Before conducting this training session, we encourage you to view the video and read through this guide at least twice to become comfortable with the format and subject matter. This will ensure that your participants gain the most from their training.

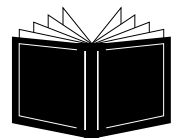
## ICON KEY



Flip Chart



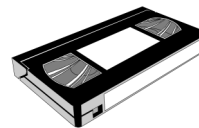
Read or  
Paraphrase



Workbook



Handout



Video



Ask and  
Discuss



---

## TRAINING SESSION CHECKLIST

*This checklist should be used to help you gather all necessary materials for the training session.*

### Meeting Preparation

- Determine your training objectives.
- Measure the current status of your participants, using the Pretraining Survey.
- Choose different ways of training to ensure transfer of information.

### Location

- Create a relaxed environment.
- Make sure all participants have a good view of the visuals.
- Make sure that there is enough light to take notes when participants view the video *Gung Ho!*
- Provide an adequate writing surface for participants.
- Check for good acoustics.
- Verify that your room is accessible and equipped for participants with disabilities.

### Video Equipment

- Make sure that the VCR is properly connected to the monitor.
- Test the VCR and check the monitor for proper picture, color, and volume.
- Make sure that the tape is rewound and ready to play before beginning your session.
- Check all other equipment for proper operation.

### Materials

- Leader's Guide
- Videotape—*Gung Ho!*
- Paper and pencils
- Additional equipment
- Participant workbooks

---

## TIPS FOR TRANSFERRED LEARNING

Keep in mind the following tips when conducting any adult training. You may wish to review these tips and incorporate them into your session planning.

- 1. Adults learn when they feel they need to learn.**  
Discuss ways your training will help participants improve job performance by learning how to motivate employees.
- 2. Adults learn through practical application.**  
Use the exercises found in this Leader's Guide, or create your own to give participants an opportunity to practice skills they can take back to their jobs. Also, provide reinforcement tools, such as copies of the book *Gung Ho!* and the participant workbook, for your participants to take back to their jobs for continued and reinforced learning.
- 3. Adults learn by solving realistic problems.**  
Discuss and analyze actual on-the-job situations. Allow the trainees to solve these real-life problems by using what they have learned.
- 4. Adults learn in an informal environment.**  
Design your training room to be as informal as possible. Avoid classroom-style seating. If appropriate, encourage participants to wear casual clothing. Encourage discussion and interaction that will allow participants feel more comfortable.
- 5. Adults learn by different training methods.**  
Vary your training methods. Combine discussions, roleplays, case studies, self-evaluations, and action planning in your training session. Using a variety of methods reinforces your message and promotes audience involvement.
- 6. Trainers learn through follow-up methods.**  
Follow-up methods are crucial when determining the success of transferred training. Feedback from your participants' managers; follow-up surveys or training sessions; three-, six-, and nine-month skill-testing sessions, etc., can help you evaluate the information being used on the job site.

## POSSIBLE SESSION AGENDAS

Two session agendas have been provided to help guide you through your Gung Ho! training session. You can modify these agendas to meet the needs of your participants. A blank agenda sheet is also provided on page 6, should you wish to create your own agenda.

### Two-Hour Session

Activity	Time	Page
Introduce the Session to Participants	15 minutes	10
Show Video and Review	30 minutes	11
<b>Break</b>	<b>10 minutes</b>	
Spirit of the Squirrel Exercise	20 minutes	14
Way of the Beaver Exercise	20 minutes	17
Gift of the Goose Exercise	20 minutes	20
Session Evaluation	5 minutes	

### Four-Hour Session

Activity	Time	Page
Introduce the Session to Participants	15 minutes	10
Show Video and Review	30 minutes	11
<b>Break</b>	<b>15 minutes</b>	
Spirit of the Squirrel Discussion	20 minutes	12
Spirit of the Squirrel Exercise	20 minutes	14
Way of the Beaver Discussion	20 minutes	15
Way of the Beaver Exercise	20 minutes	17
Gift of the Goose Discussion	20 minutes	18
Gift of the Goose Exercise	20 minutes	20
<b>Break</b>	<b>15 minutes</b>	
Creating an Action Plan Exercise	20 minutes	21
Posttraining Survey	20 minutes	22
Session Evaluation	5 minutes	

## TRAINER'S PERSONALIZED SESSION AGENDA

You may want to plan a session that is different from the agendas provided on page 5. Below is a blank agenda to assist you in outlining your session.

Activity	Time	Page
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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## INVITATION MEMO TO PARTICIPANTS

*This memo can be sent to your participants approximately one to two weeks prior to your training session. Modify the memo to fit your specific needs.*

(Today's Date)

TO: (Participant's Name)  
FROM: (Trainer's Name)  
RE: Gung Ho! Training Session

Each year in the United States alone, thousands of new graduates enter the workforce, hundreds of new management theories are born, and numerous how-to management books are published. Yet, for all this accumulated business knowledge—the right numbers, the right tools, the right methods—the unanswered question on business productivity remains the same: How does a manager increase the productivity of his or her employees?

In their book *Gung Ho!*, Ken Blanchard and Sheldon Bowles take a giant leap toward solving that question. Our upcoming training session is based on the video version of their book. The video *Gung Ho!* provides a powerful visual guide for putting these management principles to work and illustrates how using these guiding principles can help any organization become more productive.

During the session, you will learn how to use the following Gung Ho! principles:

- Spirit of the Squirrel—ensuring that employees know their work is worthwhile
- Way of the Beaver—ensuring that employees are in control of achieving the goal
- Gift of the Goose—ensuring that we are cheering each other on

To help us get the most from our training session, please take the time to complete the enclosed Pretraining Survey and return it to me by (insert date). Your honest response to these questions will help us place emphasis on critical areas.

Please mark your calendar so that you can attend this very important training session.

Thanks!

---

## TRAINER'S INSTRUCTIONS FOR THE PRETRAINING SURVEY



1. Complete the Invitation Memo to Participants (page 7), and send it, along with a copy of the Pretraining Survey (included with Participant Materials section of this Leader's Guide), to each of the participants. Ask them to complete this survey and return it to you at least five days before the training session.
2. Use the Pretraining Survey to evaluate the needs of your participants. This survey will allow you to design the training session to emphasize areas or topics of importance.
3. A Posttraining Survey is also provided for use at the end of the training session to determine if your training goals have been met or if further education and training are necessary.

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TRAINING MATERIALS

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## INTRODUCE THE SESSION TO PARTICIPANTS

### Time Required:

- 15 minutes

### Material Needed:

- Flip Chart

### Objective:

- To introduce participants to each other and create an environment conducive to training

### Trainer's Instructions

1. Ask participants to introduce themselves and briefly explain their jobs.
2. After all participants have finished their introductions, introduce yourself to the group. Then, describe the agenda for this training session and outline the training goals.



3. Read or paraphrase the following to the group:  
**During the session, you will learn the three management principles for creating the Gung Ho! spirit in our organization:**

- **Spirit of the Squirrel**—making sure people know their work is worthwhile
- **Way of the Beaver**—making sure people are in control of achieving the goal
- **Gift of the Goose**—making sure we are cheering each other on

**I know these aren't typical management catch phrases, but trust me, by the end of this session those phrases will have new meanings for you. But before we get started, let's take a few minutes to discuss our personal thoughts on managing motivated employees.**



4. Refer participants to a flip chart with these two headings:  
Drawbacks of unmotivated employees   Benefits of motivated employees

Ask participants to brainstorm for ideas that fit under each heading and encourage them to take notes. After you have listed at least 5–10 ideas under each heading, read or paraphrase the following:



**Obviously, we would all prefer motivated employees to those who don't care. But getting employees to care about their work is not always easy. Gung Ho! provides us with three important principles for motivating our employees and increasing overall productivity. Let's watch the video and see what we think.**



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## SHOW VIDEO AND REVIEW

### Time Required:

- 30 minutes

### Materials Needed:

- Video—*Gung Ho!*
- Participant Workbooks

### Objective:

- To show the video and discuss it as a group
- 



### Trainer's Instructions

1. Distribute Gung Ho! Participant Workbooks.
2. View the video *Gung Ho!*
3. Encourage participants to take notes on page 14 of their workbooks.
4. After viewing the video, discuss the following ideas:
  - Which of the three steps involved in achieving Gung Ho! do you think would be easiest to implement in your workplace? Why?
  - What are the difficulties of trying to institute Gung Ho! principles in your workplace?
  - How do you think you can overcome these difficulties?

## SPIRIT OF THE SQUIRREL DISCUSSION

### Time Required:

- 20 minutes

### Material Needed:

- Flip Chart
- Participant Workbooks

### Objective:

- To discuss the idea of worthwhile work

### Trainer's Instructions

1. Refer participants to page 4 of their participant workbooks and read or paraphrase the following:  
**Spirit of the Squirrel—Worthwhile Work**
  - Knowing we make the world a better place
  - Everyone works toward a shared goal
  - Values guide all plans, decisions, and actions
2. Begin a discussion among participants. Write general ideas down on a flip chart or chalkboard throughout this discussion and encourage varied responses.
3. Choose a participant to explain his or her job to the group. Then ask the person to name one thing that makes his or her job worthwhile, *e.g., if a person is a payroll accountant, he or she might be in charge of making sure all employees get their paychecks on time, thus helping the well-being of many individuals and families.* After the person has answered, ask the rest of the group to contribute their ideas as to why they see this job as worthwhile.
4. Ask the group the following question: **Now that we've recognized many values of this job, what would you say should be the overall shared goal of this department?** After discussing, ask the group to come to a consensus for their answer, *e.g., the payroll department's goal is to make sure that all employees get paid on time for each pay period.*
5. Ask the group the following question: **How does this shared goal relate to our organization's mission and/or purpose?** After discussing, ask the group to come to a consensus for their answer.
6. Read or paraphrase the following: **Now that we've identified a shared goal for this department, what would you say is the most important value needed by any employee in this department?** *e.g., a payroll accountant must be trustworthy and discreet.*

**This discussion has helped us identify the goals and values of one job. The following exercise will help us identify specific ways to implement these ideas for our own jobs.**



## KEY LEARNING POINTS:

### SPIRIT OF THE SQUIRREL

#### Synopsis

After Peggy spent the afternoon observing squirrels, Andy asked her, “Why do these squirrels work so hard?” She replied, “Because they are motivated.” “Why?” asked Andy. “They have a goal. They’re motivated because if they don’t store up food, they won’t survive the winter. They’ll die,” Peggy stated. Andy said, “They’re motivated because the work is important. It’s beyond important. It’s worthwhile.”

#### The Spirit of the Squirrel

#### Worthwhile Work

1. Knowing we make the world a better place.
  - It’s the understanding, not the work.
  - It’s how the work helps others, not the units dealt with.
  - The result is self-esteem—its power ranks up there with love.
2. Everyone works toward a shared goal.
  - Goal sharing means buy-in, not announcing. Trusting team members and putting them first leads to support for goals.
  - Goals are marker posts you drive into the future landscapes, defining where you are and where you want to be. They focus attention productively.
  - The manager sets critical goals. The team can set the rest. (People support best that which they help create.)
3. Values guide all plans, decisions, and actions.
  - Goals are for the future. Values are now. Goals are set. Values are lived.
  - Goals change. Values are rocks you can count on. Goals get people going. Values sustain the effort.
  - Values become real only when you demonstrate them in the way you act and the way you insist others behave.
  - In a Gung Ho! organization, values are the real boss.

---

## SPIRIT OF THE SQUIRREL EXERCISE

### Time Required:

- 20 minutes

### Materials Needed:

- Participant Workbooks—Spirit of the Squirrel Worksheets

### Objective:

- To plan how to begin implementing this principle in the workplace
- 

### Trainer's Instructions



1. Read or paraphrase the following:  
**Why do squirrels work so hard? Peggy finds herself answering this question when Andy Longclaw first takes her to watch squirrels in the forest.**

**The answer, when we think about it, is obvious. They are working to store enough food to survive the winter. They know their work is worthwhile. They're all working toward a shared, common goal, and they all value the contributions each of them is making.**

**Using the Spirit of the Squirrel worksheet on pages 5 and 6, I'd like you to think about your own workplace. Fill out each section of the worksheet accordingly.**



2. Give each participant about 10 minutes to complete the Spirit of the Squirrel worksheet.



3. When all participants are done, read or paraphrase the following to the group:  
**By completing this worksheet, you've begun the process of implementing the first concept of Gung Ho!—Spirit of the Squirrel—into your workplace. Now your job is to go back and complete the same worksheet with your staff.**

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## WAY OF THE BEAVER DISCUSSION

### Time Required:

- 20 minutes

### Materials Needed:

- Participant Workbooks

### Objective:

- To discuss the ideas presented in the video
- 

### Trainer's Instructions



1. Refer participants to page 7 of their workbook and read or paraphrase the following:

#### **Way of the Beaver—In Control of Achieving the Goal**

- **A playing field with clearly marked territory**
  - **Thoughts, feelings, needs, and dreams are respected, listened to, and acted upon**
  - **Able but challenged**
2. Ask and discuss the following questions and encourage participation by all participants. Capture key points from the discussion on a flip chart.
    - **Why is it so important for employees to know what is expected in their jobs? How can we tell them what we expect?**
    - **Do you think it is important for people to make their feelings and dreams a part of their work? Why or why not?**
    - **What are the consequences of not challenging employees? How do we continually challenge people who perform the same tasks over and over?**
  3. These questions should help participants begin thinking about how the aspects of the Way of the Beaver translate into the workplace. Once you have finished your discussion, move on to the Way of the Beaver Exercise.

### NOTE:

Time permitting, it may be beneficial to split your group into subgroups and have them discuss and report their conclusions to the group.

## KEY LEARNING POINTS:

### WAY OF THE BEAVER

#### Synopsis

As Andy and Peggy watched the beavers repair their dam, Peggy noticed that they were hard workers, but there seemed to be no “head beaver” directing the work. Andy said, “They’re all independent contractors. They’re doing worthwhile work, saving their lodge, but each beaver is in control of achieving the goal.”

#### The Way of the Beaver

##### In Control of Achieving the Goal

1. A playing field with clearly marked territory
  - Goals and values define the playing field and rules of the game.
  - Leaders decide what position team members play but then have to get off the field and let the players move the ball.
  - Freedom to take charge comes from knowing exactly what territory is yours.
2. Thoughts, feelings, needs, and dreams are respected, listened to, and acted upon
  - You can't be in control unless the rest of the organization supports you and doesn't tear you, or your work, apart.
  - Golden rule of management: Value individuals as people.
  - Information is the gatekeeper to power. Everyone needs full, open access to information. Managers must be willing to give up the levels of control they've worked a lifetime to get hold of. It's tough to be boss without being bossy.
3. Able but challenged
  - Production expectations should be within capacity and skills, but if you undershoot, you'll insult.
  - Nothing drains self-esteem faster than knowing you're ripping off the system, not contributing. If people can't do a fair day's work for a fair day's pay, you demean them.
  - Gung Ho! requires a stretch: work that demands people's best and allows them to learn and move ahead into uncharted territory.

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## WAY OF THE BEAVER EXERCISE

### Time Required:

- 20 minutes

### Materials Needed:

- Participant Workbooks—Way of the Beaver Worksheets

### Objective:

- To begin planning how to implement this principle into the workplace
- 

### Trainer's Instructions



1. Read or paraphrase the following:

**Way of the Beaver presents us with the idea that the people who do the work are the ones who best know how to do it. Managers should guide employees and reinforce goals but not tell workers how to do their jobs.**

**Simple, right? In the video, Vince, especially, has a hard time letting employees take control over their jobs. This exercise will help us work out how we will handle these situations.**



2. Ask participants to turn to the Way of the Beaver Worksheet on pages 8 and 9 in their workbooks.
3. Give each participant about 10 minutes to complete the worksheet.



4. When all participants are done, read or paraphrase the following to the group:

**You've now begun the process of recognizing your strengths versus the strengths of your employees. Keep this worksheet in mind when you return to the workplace. As situations arise, remember to step back and let employees handle those tasks that they are best qualified for. You'll be surprised how well they can do when they feel empowered, and you'll appreciate how much that frees you up to do what you do best.**

---

## GIFT OF THE GOOSE DISCUSSION

### Time Required:

- 20 minutes

### Materials Needed:

- Participant Workbooks

### Objective:

- To discuss the ideas of the Gift of the Goose—Cheering Each Other On
- 

### Trainer's Instructions



1. Refer participants to page 10 of their workbook and read or paraphrase the following:  
**Gift of the Goose—Cheering Each Other On**
  - **Active or passive, congratulations must be TRUE.**
  - **No score, no game, and cheer the progress.**
  - **$E=mc^2$ —Enthusiasm equals mission times cash and congratulations.**
2. Ask and discuss the following questions. Encourage participation by all participants and welcome varied responses. Capture key points from the discussion on a flip chart.
  - **The video defines the acronym TRUE as Timely, Responsive, Unconditional, and Enthusiastic. Why is timing important when giving a compliment? How late is too late to give a compliment, if ever?**
  - **Our encouragements must respond—or correspond—to what our employees are doing. How can we best respond to what our employees are doing? How can we encourage our employees to cheer each other on?**
  - **What's an example of a conditional compliment as opposed to an unconditional compliment?**
  - **Enthusiasm must be genuine. What is an example of an unenthusiastic comment you have received this week? What is an example of an enthusiastic comment? How could you tell the difference?**
3. These questions should help participants begin thinking about how the aspects of Gift of the Goose translate into the workplace.



## KEY LEARNING POINTS:

### GIFT OF THE GOOSE

#### Synopsis

“They must be honking a message, Andy. But it’s not a warning, and it’s not tied into switching the lead.” “If it’s not a warning, what’s the opposite?” I thought a minute. “That everything is going well?” “Even better. What’s even better?” “That everything is great? Fantastic? Terrific?” “Of course,” said Andy. “They are cheering each other on. Just listen to them.”

#### The Gift of the Goose

##### Cheering Each Other On

1. Active or passive, congratulations must be TRUE.
  - Congratulations are affirmations that who people are and what they do matters, and that they are making a valuable contribution toward achieving the shared goals and purposes.
    - Telling people what a great job they’ve done or presenting an award is an active recognition of their contribution. Passive congratulations are such things as stepping aside and letting a team member go forward with a tricky, complicated, and important project without exercising some sort of control or even offering advice.
    - You can’t overdo TRUE congratulations: Timely, Responsive, Unconditional, and Enthusiastic
2. No score, no game, and cheer the progress.
  - At football games, fans don’t sit mute as the ball is moved down field, waiting for the touchdown before cheering. Cheer the progress, not just the results. Measurement (score) shared with everyone generates excitement.
  - The congratulations should be more spontaneous than planned, individual than blanket, specific than general, and unique than traditional.
  - Stop focusing on problems and start looking for those who are making positive contributions.
3.  $E=mc^2$ —Enthusiasm equals mission times cash and congratulations.
  - Worthwhile work and being in control of achieving the goal—that’s a mission.
  - Cheering each other on brings enthusiasm to work.
  - Cash comes first—you need to feed material needs (food, clothing, etc.) before you can feed the spirit with congratulations.

---

## GIFT OF THE GOOSE EXERCISE

### Time Required:

- 20 minutes

### Material Needed:

- Flip Chart

### Objective:

- To plan how to begin implementing this principle into the workplace
- 

### Trainer's Instructions



1. Read or paraphrase the following:

**If any of you have ever been near a field or a lake where geese gather and have heard their call as they fly overhead, you have probably felt the same joy I have. To hear many, even hundreds, of geese honking in unison truly is one of the joyful sounds of nature. Andy Longclaw tells us that this is the Gift of the Goose—the gift to make noise that uplifts other people and encourages them to keep doing their best.**

**The video presented some ideas on how we could encourage employees. I would like to take a few minutes and brainstorm for a few ideas of our own.**



2. Display a flip chart titled:  
Ways to Encourage, Motivate, and Reward Employees.
3. Brainstorm for ideas on how managers and staff can encourage, motivate, and reward each other. Ideas might include letting employees off an hour early to reward hard work or encouraging staff members to give active TRUE congratulations. Encourage participants to be creative, and write all ideas down.
4. After about 10 minutes, ask participants to choose one of the ideas on the list and briefly write down how they will implement this idea within the next few weeks. For example, "Choose two employees who have achieved personal goals or who have accomplished something for the organization, and seek them out to congratulate them personally on their work."
5. Read or paraphrase:  
**We often don't take the time to congratulate or encourage our employees. Unexpected praising or perks can do wonders to pick up the morale of an organization. We all like to hear that we're doing a good job, and it's an important part of a manager's job to let his or her employees know they are appreciated.**



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## CREATING AN ACTION PLAN EXERCISE

### Time Required:

- 20 minutes

### Materials Needed:

- Participant Workbooks—Action Plan Worksheets

### Objective:

- To create a plan for implementing Gung Ho! principles
- 

### Trainer's Instructions



1. Read or paraphrase the following:

**To close our training session, we're going to create an action plan for implementing Gung Ho! principles in the workplace. By expecting change and having an action plan in place to deal with it, we will be much better prepared to accept changes when they occur.**



2. Refer participants to the Action Plan Worksheet on pages 12 and 13 of their workbooks.
3. Give each participant about 15 minutes to complete the worksheet.



4. When all participants are done, read or paraphrase the following to the group:  
**Now that you've taken the time to create this action plan, use it! Once you begin implementing Gung Ho! principles in your workplace, you'll begin to notice the same amazing changes experienced at Walton Works #2. Good luck, and Gung Ho, friend!**

---

## POSTTRAINING SURVEY

**Time Required:**

- 20 minutes

**Material Needed:**

- Posttraining Survey

**Objective:**

- To evaluate the effectiveness of the training session
- 



1. Read or paraphrase the following:  
**This worksheet is designed to evaluate the effectiveness of this training session. It will help us determine what areas we need to improve for future sessions. Your honest response to these questions is appreciated. In no way will it be used to penalize you.**
2. Distribute the Posttraining Survey (included with participant materials) and give participants time to complete it. Collect completed surveys from each participant. If time allows, discuss answers as a group. Answers will vary for each participant.

### Posttraining Survey

1. Do you think the principal steps of Gung Ho! can help motivate your employees? Why or why not?
2. How can you get everyone to recognize and appreciate the value of what they do?
3. Why is it important for a department to operate under a shared goal?
4. Now that you have learned Gung Ho!, how will you respond when an employee has an idea or suggestion?
5. What do you think is the most valuable lesson of the Gung Ho! program?

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## FOLLOW-UP MEMO

The memo below should be personalized and sent to each participant one to two weeks after your training session. By following up in this manner, you will provide participants with the opportunity to review and utilize what they learned in their work environment.

(Today's Date)

TO: (Participant's Name)  
FROM: (Trainer's Name)  
RE: Gung Ho! Training Session

Earlier this month, you attended a training session in which we talked about implementing the Gung Ho! principles of motivating employees and increasing overall productivity. During the session, you learned the three key principles of Gung Ho!:

- Spirit of the Squirrel—Worthwhile Work
- Way of the Beaver—In Control of Achieving the Goal
- Gift of the Goose—Cheering Each Other On

If you would like to continue your own self-study regarding these principles, you are welcome to contact me or (name/department) for use of the *Gung Ho!* video or obtain additional copies of the *Gung Ho!* book to distribute to all of your employees, as well as other materials we have on management.

Our hope is that you have been able to put the ideas you learned to work within your area. If you have any questions, please contact me at extension (###).

**FOR  
EVALUATION  
PURPOSES  
ONLY**

# Gung Ho!<sup>®</sup>

PARTICIPANT MATERIALS

**FOR  
EVALUATION  
PURPOSES  
ONLY**

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## PRETRAINING SURVEY

**INSTRUCTIONS:** Read each question and write your answers in the space provided. Be prepared to discuss your answers at the training session. This survey is a learning exercise only and not a test.

1. Are you happy with the current motivational level of your employees? Please explain.

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2. Does everyone in your department know and understand departmental goals? Explain why or why not.

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3. What values guide your department?

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4. How do you respond when an employee has an idea or suggestion?

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5. How do you measure the effectiveness of the people you work with? Explain why you think it is successful.

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# POSTTRAINING SURVEY

**INSTRUCTIONS:** Read each question and write your answers in the space provided. Be prepared to discuss your answers with the group. This survey is a learning exercise only and not a test.

1. Do you think the principal steps of Gung Ho! can help motivate your employees? Why or why not?

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2. How can you get everyone to recognize and appreciate the value of what they do?

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3. Why is it important for a department to operate under a shared goal?

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4. Now that you have learned Gung Ho!, how will you respond when an employee has an idea or suggestion?

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5. What do you think is the most valuable lesson of the Gung Ho! program?

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# SESSION EVALUATION FORM

## *Gung Ho!*

**INSTRUCTIONS:** Please circle the number that best describes your evaluation of the training session.

	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
This training program concentrates on how to motivate employees.	5	4	3	2	1
This training program helped me understand the importance of motivated employees.	5	4	3	2	1
As a result of this program, I am more confident in my ability to motivate employees.	5	4	3	2	1
The objectives of the program were clearly presented.	5	4	3	2	1
Opportunities to ask questions and discuss issues were sufficient.	5	4	3	2	1
The session was well organized.	5	4	3	2	1

FOR  
EVALUATION  
PURPOSES  
ONLY

The best part of this program was \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This program could be improved by \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I would recommend this session to others. (Circle one.)    **Yes**            **No**

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**NOTES**

**FOR  
EVALUATION  
PURPOSES  
ONLY**

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**NOTES**

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