

Ivy Sea Online's PDF Issue Kit Library Selections Overview

We've received so many requests for use of our copyrighted skill-building "Issue Tip Kits" and content from our award-winning web site, Ivy Sea Online, that we've created a special, budget-friendly set of offerings in our new Ivy Sea PDF Content Library. Choose from one or several of our pre-packaged Issue Kits, or customize an Issue Kit based on specific interests or needs.

Below, you'll find overviews of the following PDF Issue Kits from our library:

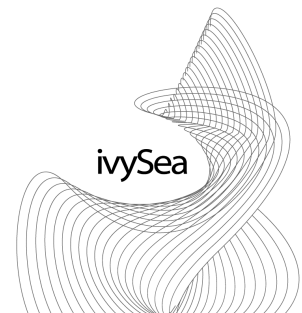
- Change-Management Communication Essentials for Change Agents & Leaders
- Ethics & Integrity: Communicating These Key Values in Your Organization
- Employee-Communication Essentials
- Interpersonal Skill-building Essentials for Everyone's Toolbox
- Inspired-Leadership Essentials
- "Master Your Mindset" Fundamentals
- Ivy Sea's Planning-Tips Series
- Power of Small: Essentials for Small-Business Owners and Small-Group Leaders
- Ivy Sea's Inspired-Visioning Tips Series
- Customized Issue Kits for Special Projects, Initiatives or Training Needs

Please note that, because we are frequently adding new and updated content to our Ivy Sea Online library, we may add additional articles and tip sheets to the PDF Issue Kits below.

Change-Management Essentials for Change Agents & Leaders

Whether a group of one or tens of thousands, organizations of all sizes go through change and transition. Evolution and change are constants – and organic – yet have traditionally been approached as if they're finite events that can be strictly scheduled and managed. While the ultimate purpose and goal of an organizational transition might be clear, how to approach it, and skillfully communicate it so that the change takes root isn't as easy. Our Change-Management Tip Kit provides the foundational and inspirational tips that change leaders, trainers and communicators will use time and again to ensure that they've addressed key communication issues and opportunities common to organizational transition. Contents include:

- Why is Change-Management Communication So Important?
(PDF Issue-Brief Paper)
- Big-Vision Change: Identifying & Sustaining Your Highest Potential During Change
- Change & Transition Communication Tips
- Revving Up Productivity
- How to Manage Uncertainty



- Layoffs, Morale & Right Communication
- Communication Tips that Support a Successful Merger/Acquisition
- What Do Ethics Mean in Your Enterprise?
- Getting Buy-In from Managers and Employees
- Make the Most of Resources You've Got
- Nine Tips for Motivating Employees
- Vision as an Anchor in Challenging Times
- Is Meaningful Change Possible?

Communicating Ethics & Integrity in Your Organization

Can individuals in an enterprise “teach” ethics and integrity? Debatable. Can an enterprise – and the people in it – demonstrate integrity and behave ethically? Absolutely. What were once considered “unheard of” headlines regarding scandals and ethical breaches have become the norm, leaving individuals and organizations looking for ways to ensure that their actions are aligned with their words. Ivy Sea has collected a series articles and tip sheets for communication and training aids on the topic of “Ethics and Communication”. Contents include:

- What's Your Ethical Line in the Sand?
- Is Your Vision — and Business — Ethical?
- How to Define and Communicate Ethics
- Six Practices to Help You Take Initiative and Demonstrate Courage
- Better Listening May Mean Fewer Conflicts
- Do You Affect Your Community for Better or Worse?
- Authenticity in the Workplace
- Personal Ethics, Business Ethics: Is There a Difference?
- Nine Tips for Fostering a Respectful Work Environment
- Authenticity & Leadership: What's the Connection?
- Tenets in Common: Virtue-Mastery at Work

Employee-Communication Essentials

Whether you're a small-enterprise owner, fast-growth entrepreneur, or Fortune 100 division leader, you share at least one common need: To communicate skillfully and effectively with employees (or strategic partners) so that they're clear on their roles and fully engaged in helping to make progress toward the company's mission, core values, and goals. Yet while everyone *says* they know that communication is important, many studies show that employee morale and trust in leadership is lower than ever.

Based on more than two decades of organizational communication experience and benchmarking, the Ivy Sea Employee-Communication Essentials Issue Kit will help guide you towards a foundation for excellent communication. Contents include:

- How Can Listening Help You Interview Smarter?
- How Can Your Group Shine? Lessons From Big-Vision Enterprises
- What Communication Vehicles Work Best (and When to Use Them)
- Goals, Roles, Pay and Performance
- Do You Drive Employees Nuts?
- Creating Great Employee Handbooks
- Cultivating In-house Communicators (Takes More Than Just a Want Ad!)
- Tips for Jazzing Up That Company Meeting
- Bolster Information Security With Skillful Communication
- Sizing Up Consultants to Find a Right-Fit Vendor
- Revving Up The Company Newsletter
- Curing the “Bad Attitude” Flu
- Make Praise a Part of Your Plan

Interpersonal Skill-Building Essentials

The way we interact with our colleagues, clients, vendors, partners and others largely defines the success of those relationships – professional and personal. Taken to another level, masterful interpersonal skill is the foundation for positive interactions, true leadership and a healthy mindset. Since interpersonal skill is earned through conscious attention to your thinking, behavior, exposure to masterful communicators, and practice, we’ve grouped a sampling of Ivy Sea Online articles that the seasoned master can use to refresh his or her thinking, and a beginner can use to begin on the path towards greater skillfulness and mastery. Contents include:

- The Seven Worst Communication Habits
- Tips for Taming Tense Moments
- Six Key Traits of Excellent Listeners
- Strategies for Dealing with Button-Pushers
- Five Tips for Being Authentic
- A Little Praise Goes a Long Way
- Curing the Bad Attitude Flu
- Mindful Relationship-Building
- 12 Tips for Smoother Conversations
- Facilitation Skills that Improve Any Meeting
- Tenets in Common: Virtue Mastery at Work
- The Power of Praise
- Are You Assertive or Aggressive?

Inspired-Leadership Essentials

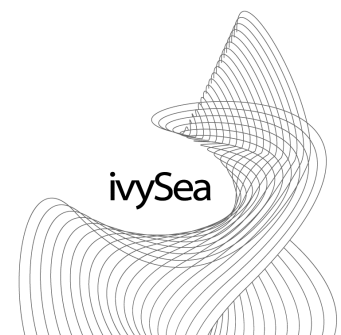
More than a title, a leader is one who inspires, serves as a model, and leads the way (even when the lantern is dim and the path is uncertain). With vision in one hand, and the day-to-day workings of the enterprise in the other, leaders must have a nimble balance between what is and what can be. The gap between the two – the reality – can be tough, and cause leaders to ignore the most crucial tenets of skillful leadership. The Ivy Sea Online articles and tip sheets we've compiled in our Inspired-Leadership PDF kit provide a guide to help renew your inspiration and potential for leadership, and help you bridge vision with action. Contents include:

- Mastering the 10 “Little Ways” of Great Leadership
- Truly Visionary Leadership (Does it Exist?)
- Authenticity & Leadership: What’s the Connection?
- How Can Your Group Shine? Lessons from a Big-Vision Enterprise
- Do You Drive Employees Nuts?
- Apollo 13 and the Definition of Failure
- Become a Courageous Leader
- Engaged Listening and Inquiry
- How to Manage Uncertainty
- The Power of Praise
- Communication Quick-Tips for Leaders
- Tribes or Factions? How to Unite on Common Ground
- Layoffs, Morale & Right Communication
- Practical Tips for Sharing Your Vision

“Master Your Mindset & Attitude” Fundamentals

Being effective starts from within, and your mindset is a key factor for peak performance. Does your mindset take you to your highest potential? Mindset mastery doesn't mean you're masterful every day, or that you're in agreement with everyone. Skillful mindset management means you're being authentic, while approaching your day and your interactions with a high level of skill and effectiveness. Our Master Your Mindset PDF tip kit includes articles and tip sheets that will help you maintain a mindset that will serve you well on your journey towards your goals. Contents include:

- Attitudinal Spring-Cleaning Sets You Up for Success
- Master Your Mindset with the 80/20 Rule
- Tenets in Common: Virtue-Mastery at Work
- Are Unrealistic Expectations Causing You Stress?
- Expand Your Mind with Non-Routine Sources
- Transformation from Within: Making Light of Your Shadow
- Six Practices for Summoning Courage & Taking Action
- Mindset Management Tips from the Pros
- Pay Attention to the Power of Intention
- Displace Fear in Your Life



- Are You Assertive or Aggressive?
- Tips for Making the Most of Time
- Organizational Skills for Disorganized People

Ivy Sea's Planning Tips Series

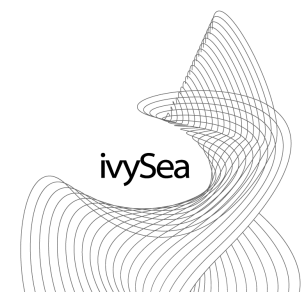
Overwhelmed by the scope of a project? Not sure how to turn ideas into reality? Boggled down by team inertia? Want to make sense of where you are so far? We all know that planning requires interpersonal, mindset and leadership skillfulness as well as good project-planning software. This issue kit focuses on skillfulness versus software. The Ivy Sea Planning-Tips Series PDF offers 14 accessible, easy-to-implement tips that you can use the tips for planning exercises, team building and group or project rejuvenation. In this PDF tip kit, you'll find:

- 14 Planning Tips Summary (Digest Version)
- Setting the goal that'll turn your plans into action
- Developing collaborative support for performance goals
- Identifying milestones and check-points to stay on track
- Identifying and celebrating accomplishments
- Making mid-course adjustments
- Assessing the need for a mid-plan B-12 energy booster
- Taking an ethics pulse check: Who does your plan affect, and how?
- Bridging the spirit of your plan with your actions
- Integrating past, present and future
- Aligning your expectations with reality
- Assessing accountability and consequences
- Identifying learnings for future use
- Applying your learnings to next year's plan
- Doing an "A&O" summary

Power of Small: Essentials for Small-Business Owners and Small-Group Leaders

Small enterprises and groups have unique qualities that make them more effective, and present different opportunities and challenges than their large counterparts. Small groups have unique traits and possibilities, too. Jamie Walters, Ivy Sea's founder and a small-business owner herself, wrote the book *Big Vision, Small Business* to serve as a primer for and inspiration to small-enterprise and small-group leaders. She shares her wisdom in this issue packet, which features these highly regarded articles:

- Four Keys to Success Without Growing Big
- Vision as an Anchor in Challenging Times
- How Can Your Group Shine? Lessons from Big-Vision Enterprise
- Apollo 13 and the Definition of Failure
- The Great Power of Small Things



- Sabbatical Chronicles: Don't Court Burnout
- Feedback that's More Productive, Less Painful
- The Advantages of Flexibility
- Foster Professional Growth, Get Value in Return
- Fool-Proof Time Management Tips

Ivy Sea's Inspired-Visioning Tips Series

An organization's vision is its reason for being, its anchor, its motivational device, and guiding star for new goals. The vision is one of the most important elements of any enterprise, yet true vision is much more than a statement on the wall. If your group wants to develop a vision that will serve it well, this issue packet will be an excellent resource. You'll learn creative ways bring your vision to life in day-to-day actions and in the enterprise strategy. Contents include:

- What's your vision (and has it come to life?)
- Prime the pump: Loosen up with some "get-started" dialogue
- The reflection connection: What's most important?
- Activate your senses: Get your brain storming with creativity
- Identify your emerging themes
- Noticing where your key themes are already at work
- What do people call your company when you're not in earshot?
- How do your personal ethics affect your vision, and others?
- Is your vision based on someone else's standards?
- Getting clear on your "vision story"
- Powerful questions to energize your group
- Vision as an anchor in challenging times
- Vision renewal: Transforming you vision into a guiding light
- Building upon a foundation of your strengths

Custom Issue Kits for Specific Projects and Initiatives

Customize your Issue Tips-Kits based on specific needs, selecting from individual articles listed above or other Ivy Sea offerings, or engage Ivy Sea to create tailored content for your unique needs, special projects or initiatives.

For more information

For more information, to subscribe to Ivy Sea's VIP Library or PDF Library, or to discuss related consulting services for conscious groups and conscious enterprises, you can connect with us at (415) 778-3910 or info@ivysea.com.

Thank you for taking to time to request and review our offerings!

