

*“We must
become the
change we want
to see.”*

Mahatma Gandhi

To:

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FAST **Taught by Gary Rush**

After taking time off to cook, Gary Rush is back and is again teaching The *FAST* Facilitator Workshop. Gary taught over 3000 facilitators through 2004. He updated the reference manual and provides it in both hardcopy and on CD. This release is also available to alumni – see *page 4*.

The class is more business oriented and provides the same intensive, highly effective training Gary provided in the past. **MGR Consulting** provides the 5-day *FAST* class on-site for 7 to 12 students at a cost of \$2500 per student, plus instructor’s airfare. Call Gary at 773-330-2064 or email him at grush@mgrconsulting.com to schedule a class.

NEWSLETTER No. 2

Enjoy my article and check out our class information. MGR Consulting is now a PMI Registered Education Provider – see page 3.

- **Gary Rush teaches *FAST***– Page 1
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- **Our 7 classes and 2 Boot Camps** – Pages 3 and 4.

Visit our web site

We describe our business, our products and services, as well as our archived newsletter articles for your reference.

<http://www.mgrconsulting.com>

Work Philosophy

I am an obsessive planner. I have developed strategic plans for all of my businesses and applied the same to my personal life. I plan my vacations. I plan my weekly menus. I plan my weekly shopping. If it moves, I plan it. I don't find this to be a problem because I'm flexible enough to change my plans if necessary. To tackle a job, a task, a dinner, a vacation, or anything without some form of planning beforehand doesn't work for me. It is the best way I know to ensure that my needs are met. It also helps me multi-task (today, I shopped, made pumpkin pie, made dinner, practiced dancing, and worked on my web site – with dinner, pie, and web site going on at the same time).

I do live by the Project Management Institute's cycle of: Initiate, Plan, Execute, Control and Close. I combine Initiate and Plan as well as Control and Close. I do that with MGR Consulting and I did that in my restaurant as Chef. In the restaurant industry, it is called, "mise en place" – which roughly translates to "get it together first" (the French may argue with the translation but not the intent). I do that daily. I write out "to do" lists every morning so I don't forget what I have to do. In my house, I am the cook (that must have something to do with being a chef??). For 19 years I consulted and traveled over 3 million miles. I'm consulting again and I: Plan – Do – Review. I apply the same to my personal life. It keeps me grounded and helps me do what I need to do.

Planning – Preparation:

Planning consists of ensuring that:

- You know what you need to know – where am I going? Why? How? And what will it look like when I get there?
- Others know what they need to know – are they going to the same place? Do they want to? What are they doing to get there?
- Everything you need is in place – do I have the materials? The time? The skills?
- You know that you can finish your task at the right time – when? Why? What if I don't?
- When you go to execute, everything works properly – did we do what we needed? Wanted? Expected?

Take my cooking for instance. I make everything from scratch (i.e., I make my own bread, my own ice cream, food for our pet, fresh pasta, etc.). Doing all of that takes planning. I plan my menus for the week the morning that I go shopping (I shop weekly for the groceries). I plan what I'm going to cook, when, who and how many may be coming for dinner, and what other activities I have to do – e.g., work, classes, outings, etc. That helps me prioritize my time to do what I need to do. For example, I may need to make bread on Monday. It takes me two days to make bread because the starter has to sit overnight. I then know that I begin the starter on Sunday so I can finish the bread on Monday. If I didn't plan, I'd never get my bread made. I know that on Tuesdays and Thursdays, my wife attends classes, so I prepare dinner earlier and keep it simple. Planning allows me to do what I enjoy.

The same is true with work. Surprises are for romance, birthdays, or holidays. Bad surprises at work are not what you want – especially when clients are paying you. When I

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PMI and Boot Camp

Work Philosophy, Continued

work with clients – facilitating, training, or consulting – I must do the same. I always insist on preparation work with clients. This is as much for the client's benefit as for mine. As consultant, I follow ethics that don't allow me to do and charge for work that is not prepared. When hired to consult, I first prepare:

- What are the objectives?
- Who is involved? Why?
- What are the obstacles?
- What/whom do I have to work with?
- What is the desired outcome?

Read the rest of the article on our web site: www.mgrconsulting.org under "Newsletters / Current Newsletter".

PMI R.E.P.



MGR Consulting is a Project Management Institute (PMI) Registered Education Provider (R.E.P.). Our classes are now certified and able to confer Professional Development Units (PDU's) to those PMI members who have achieved their Project Management Professional (PMP) designation. Each PMP must annually accumulate 20 PDU's of continuing education that is certified by PMI. All of our classes are now certified by PMI to confer PDU's. See *page 4* for each class and its associated number of PDU's.

Certificates are provided with each class so students may register with PMI.

Boot Camps

MGR Consulting has developed the finest training for leaders and facilitators. In addition to individual classes, you can take a suite of classes – *boot camp* – that give you all the skills needed. These boot camps are offered on-site. They each last two weeks.

The Complete Leader – this program provides all the skills necessary to be effective leaders. Leaders need leadership skills; they need to be able to set a vision for an organization; they need to communicate in front of groups; and they need to conduct productive meetings. This set of skills is only available through MGR Consulting. We combine Leadership Skills, Business Presentation Skills, Strategic Planning and Organizational Design, and Productive Meetings to create a complete training for leaders. The **Complete Leader** costs \$3700 per student saving \$650 if classes were taken individually. This class confers 60 PDU's.

The Complete Facilitator – this program provides all the skills to facilitate a variety of sessions and provide process consultation as well. Effective facilitators are created with *FAST*. To provide greater value, facilitators provide process consulting regarding the agenda. This is especially true with IT requirements, strategic planning, and data modeling. We first give students the process foundation – Business Partner Requirements, Strategic Planning, and Data Modeling Made Easy. We follow that with facilitator skills through *FAST*. The **Complete Facilitator** costs \$3975 per student saving \$700 if classes were taken individually. This class confers 68 PDU's.

PRODUCTS and SERVICES



Classes

Business Partner Requirements – a 2-day class explaining the development process from strategic planning through implementation. This is geared towards the business partner. Fee is \$725 per student. This class confers 12 PDU's.

Business Presentation Skills – a 3-day class teaching students how to present effectively. The audience is anyone who wants to improve their presentation skills. Fee is \$1100 per student. This class confers 18 PDU's.

Data Modeling Made Easy – a 2-day class that teaches how and why to build a data model. The audience is business partners and analysts. Fee is \$725 per student. This class confers 12 PDU's.

The FAST Facilitator Workshop – our 5-day class that provides the finest and most comprehensive facilitation training available. The audience is candidate facilitators. Fee is \$2500 per student. This class confers 32 PDU's.

Leadership Skills – a 3-day class providing leadership skills and tools for the budding leader. This audience is anyone looking to become a leader. Fee is \$1800 per student. This class confers 18 PDU's.

Productive Meetings – a 2-day class that teaches how to run productive and effective meetings every time. The audience is anyone who wants to improve the quality of

their meetings and, at the same time, improve their career. Fee is \$725 per student. This class confers 12 PDU's.

Strategic Planning & Organizational Design – a 2-day class that steps through how to develop a strategic plan and how to develop an effective organization. The audience is anyone who needs to develop a strategic plan or reorganize a department or company. Fee is \$725 per student. This class confers 12 PDU's.

All class fees include instruction and student materials. Client pays instructor's airfare.

Books

We sell the following books:

- *The FAST Facilitator Manual*. Cost is \$275 for hardcopy and \$250 for CD.
- *Data Modeling Made Easy* – release 3.0 in hardcopy for \$35 plus shipping.
- *Strategic Planning* – release 1.0 in hardcopy for \$35 plus shipping
- *Business Partner Requirements* – release 2.0 in hardcopy for \$27 plus shipping.

Facilitation & Consulting Fee

Our facilitation and consulting fee is:

- \$2500 per day plus travel expenses.
 - We provide fixed fee work if the project warrants – call for a proposal.
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Call to discuss or schedule a class.

Call Gary or Millie at (773) 330-2064 or email at grush@mgrconsulting.com