

Benefits of The Integrity Course

How you'll learn to speak your mind: You need to learn how to:

- Prevent later embarrassment by learning safe ways to take risks even when you are scared. (See lesson 1)
- Thwart attacks and intimidation by others who are committed to only their own gains by showing your commitment to the big picture. (This is also in lesson 1)
- Recognize and avoid the looming disaster that is actually caused by being a team player? (You'll find this in lesson 5.)
- Gain the support and cooperation of annoying people by making them your allies. (Lesson 16)

- Avoid being blindsided by hidden problems when you learn how to seek and accept valuable feedback. (See lesson 5.)
- Get important information when you need it—without looking like a troublemaker. (Lesson 16)
- Make better decisions by recognizing the hidden truths that trip up most people who simply can't see them. Save time and energy by learning how to calibrate and trust your own gut feeling. (Lesson 12)
- Minimize paranoia and avoid gullibility by using nine simple steps. (See lesson 15.)
- Regain your equilibrium when you know you know you're in danger because of your own irrational reactions. (Find this in lesson 18.)
- Help others save face and ease the pain of a necessary confrontation with just four simple sentences. (This is in lesson 16.)
- Invite thoughtful and truthful answers to your questions by following these steps. (See lesson 16.)
- Increase your effectiveness by discovering how to tell the difference between real information and assumptions that lead into trouble. (This is in lesson 17.)

- Trust yourself and stop worrying about whether your truth is the real TRUTH. (This is in lesson 17 too.)

You also need to learn how to:

- Capture the attention of someone who doesn't want to listen to you. (See lesson 1.)
- Protect yourself from disaster by avoid the traps of discounting and denial—even when it's hard. (This important information is in lesson 2.)
- Discover a gold mine of important information about yourself by drilling down into a bad habit. (See lesson 2.)
- Untangle confusing situations using seven simple steps. (See lesson 3.)
- Stop the destructive games people play at work using by following just eight steps. (Find this in lesson 4.)(Lesson 16)
- Get important information when you need it—without looking like a troublemaker.
- Unleash the power that comes from understanding your own hidden agenda. (See lesson 4.)
- Use your own angry energy to uncover and solve the problem of passive aggressive behavior. (This is in lesson 6)
- Save yourself countless headaches by helping others say no appropriately. (See lesson 6.)
- Create trust by helping others to maintain their integrity. (This is in lesson 6.)
- Avoid frustration by following these five steps to help others maintain productive behavior. (See lesson 7.)
- Resolve ethical dilemmas using a simple six steps system. (This is found in lesson 8.)
- Answer four questions before you decide that it makes sense not to tell the truth. (All the steps are in lesson 8.)

And you need to learn how to:

- Help others accept difficult information that they need but really don't want to know about. (See the introduction, part 2.)
- Avoid trouble by learning to examine your well-hidden assumptions. (See lesson 10)
- Understand why people some people can't help reacting in unusual ways—and what to do when you are the target. (This is in lesson 10.)
- Encourage integrity in others with three simple tools. (See lesson 10.)
- Accept help to avoid your own dangerous blind spots. (Find this in lesson 11.)
- Escape the codependency trap—even if you are already caught in it. (See lesson 12.)
- Respond effectively when codependency and other addictions sabotage integrity in the workplace. (Find this in lesson 12.)
- Use your intuition, your gut feelings, to help you maintain your own integrity. (See lesson 13.)
- Use the most important tool of all for creating an atmosphere that encourages trust and truth telling. (Find this in lesson 14.)
- Hear the important but hidden information that almost always determines the real outcome of any conversation. The seven important steps you need are in lesson 14.
- Discover important concealed information by simply asking these naive questions. (See lesson 16.)
- Ask yourself three questions to help you decide whether to risk hurting some one's feelings. (See lesson 17.)
- Respond effectively to hair-trigger, "off-the-wall" reactions that may have very little to do with you. (See lesson 18.)
- Recognize and manage the shifting realities of the workplace. (Find this in lesson 19.)
- Use these 7 steps to regain your balance when your world is suddenly different. (See lesson 19.)
- Unleash creativity and productivity in meetings using a simple technique most people enjoy that puts hidden agenda items on the table. (This is in lesson 20.)
- Support everyone's integrity by safely interrupting the defensive routines that keep people from discussing important but unpopular information. (See lesson 21.)
- Transform conflict into dialogue, using new operating agreements. (Find this in lesson 22.)

In addition, you will get:

- All 15 operating agreements that have created spectacular results by enhancing integrity in many organizations. (See lesson 22.)
- Three additional sets of operating agreements other organizations have used to encourage integrity. (These agreements are in lesson 24.)
- Instructions for using a nine-step process to create your own operating agreements that will help maintain the integrity of your workplace. (This is in lesson 22.)

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