

Helpful Hints

When Working with and Training Others.

Truth: Nobody likes to be told what to do, nor do people always **hear** what you **thought** you **said!** Try using the following formula when instructing your staff to complete a task:

DESCRIBE

DISCUSS

DEMONSTRATE

ASK **Q**UESTIONS

DO **I**T!

Get everybody involved and on the same page by using **DDDAD**.

It Really Works!