**Summit Believes…**

* Our greatest assets are our team members; whole-person wellbeing is prioritized highly when managing our company;
* Fostering personal and professional growth and development for our team members may be considered the greatest investment we can make for our team and in our company;
* Consistent dedication to personal growth by each team member, while striving to optimize human potential, result in stronger individuals and a more successful team as a whole – people who are enlightened can shine light for others
* Our Mission to “Fuel Lifelong Success by Empowering People to Reach Higher Personal Potential” applies to all persons associated with Summit – students and team members alike
* A team member who experiences strong, whole-person wellness performs better and more consistently, and is a greater asset to the company as well as his or her self, and all relationships (partner, family, local & global community)
* To grow, evolve, and realize (remember) one’s potential, one must invest concerted effort into personal development

**Membership Requirements:**  there are several standard requirements to being a Summit Team Member, such as:

1. working toward achieving Function Ideals;
2. producing a Weekly Report;
3. working as a member of a team, adhering to company values and policies; and
4. engaging in personalized training & development. **“PPD” stands for Personal / Professional Development**.

Our holistic approach to all things naturally includes training of our own team – personal and professional are slightly different aspects of the same thing so they are trained in conjunction.

**PPD Objectives:**

1. Meet our Mission: Fuel lifelong success by empowering people to reach higher personal potential!
2. Foster optimal performance and results personally and professionally (both individually and collectively) by providing awareness, knowledge, skills, guidance, and belief to our team members.
3. Meet our Vision: our team members are deeply satisfied about their work; and Summit is the first choice among comparable career colleges.

**Kaizen** – at Summit, we’ve always regarded our own team members as our most valuable assets and therefore, we invest in ourselves accordingly. One of the founding philosophies and practices of Summit is ‘*kaizen’* – continuous improvement. The obvious application is with our students in their pursuit of academic and employment success. *Kaizen* also helps foster our group mind-set that always looks to improve our systems and methods for peak performance; and *kaizen* *also* applies to our own team members personally and professionally.

**Training** – all Summit employees receive Team Member Fundamentals (TMF) training as part of their Orientation (TMOC) so everyone can perform well with their respective functions. In addition to the TMF/TMOC, Summit also utilizes the “*PPD”* system for our team members.

**PPD** comes in various forms including:

1. Conducting internal workshops to address both technical and soft issues that help us overcome challenges common to many workplaces;
2. Assigning independent learning to team members to address specific areas for improvement (by way of recommended books, audio recordings, videos, etc.) along with corresponding ‘reports’ on the assigned material;
3. Sponsoring attendance for seminars and conferences; and
4. Sponsoring certification training as required

We also encourage team members to self-determine areas for improvement and submit proposals that can include a request for Summit assistance/sponsorship (subsidy) for specific training that will help the individual team member with job performance *and* personal growth.

In addition to PPD plans, training that has become standard for Summit Team members in the last few years includes: first aid, crisis prevention/intervention, harassment, WHMIS, workplace safety, & AODA.

As Summit evolves to adapt to the demand of our clients, the job market, and the economy, we will continue to formally train our team members so we can provide our clients the best possible training and employment service available.

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| **Video Library** | **Description** | **Netflix** | **iTunes** | **Summit** |
| 1. Food Matters |  | Yes | Yes | Yes |
| 1. Forks Over Knives | A case for vegetable-based diet for healthy living |  | Yes | Yes |
| 1. Simply Raw – Reversing Diabetes in 30 Days | A group case study: eating raw, vegetable-based diet and reversing diabetes |  |  | Yes |
| 1. Fat Sick and Nearly Dead | Inspiring and Educational; two men with auto-immune disorders turn back death and regain vibrant health through juice-fasting and overall dietary shifts |  | Yes | Yes |
| 1. Eating, 3rd edition | By Mike Anderson: eating well = healthy life |  |  | Yes |
| 1. Dying to Have Known | (subtitle: The Evidence Behind Natural Healing) |  |  | Yes |
| 1. Hungry For Change | Eating well = living well | Yes |  | Yes |
| 1. Farmageddon | Support for locally-grown, naturally raised, Vegetable-based diet | Only |  |  |
| 1. Food, Inc. | Support for locally-grown, naturally raised food / diet | Only |  |  |
| 1. Vegucated | Provides support for eating a vegetable-based diet | Only |  |  |
| 1. May I Be Frank | Documents the eating transformation and spiritual healing of a man suffering from several illnesses |  |  | Yes |
| 1. The Greater Good | Examines effects of vaccinations |  |  | Yes |
| 1. One Man, One Cow, One Planet | Permaculture; misc. |  |  | Yes |
| 1. The Power of Community | Cuba: a model for post peak oil food production at local levels |  |  | Yes |
| 1. The Tapping Solution | Instructs/supports technique for emotional release.. |  |  | Yes |
| 1. Finding Joe | Joseph Campbell; Hero’s Journey; … |  |  | Yes |
| 1. No Impact Man | (or Clean Bin Project; YERT;…) realizing cause/effect connections |  |  |  |
| *(many more on iTunes)* |  |  |  |  |

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| **Book Library** | **Details** |
| 1. The Four Agreements | A primer for living with ease and effectiveness with ourselves and with others; provides simple explanations and solutions to most of life’s challenges with ourselves and dealing with others |
| 1. Personality Plus *(& Personality Plus at Work)* | Provides paradigm and framework to help us understand ourselves and others in generalized categories of personal dispositions, tendencies, motivations, needs, and communication styles |
| 1. You Can Heal Your Life | Foundational: Self-Love; forgiveness; and very effective Cog-Behaviour and NLP methods |
| 1. The Speed of Trust | (please Google for description) |
| 1. The 5 Love Languages | Provides paradigm and framework to help us understand ourselves and others in terms of our ‘currency’; essential for relationship health and parenting effectiveness |
| 1. Emotional Intelligence (anything) | Provides framework and tools to work well with ourselves and others; EI is now believed to be the single greatest factor for a successful career/life |
| 1. Social Intelligence | Similar to EI with greater focus on social interactions |
| 1. Change Your Brain, Change Your Life | A ‘user manual’ for the human brain; helps us understand structures and function of the brain; provides practical, holistic solutions to life’s common issues |
| 1. **Many Lives, Many Masters** (& Miracles Happen) | A paradigm-shifting account of a therapist’s experience with regression therapy, starting with accidental journey into a patient’s past lives; written with ‘transcript’ accountability & validity |
| 1. Journey of Souls; & Destiny of Souls | Both by Michael Newton: a paradigm-shifting account of a therapist’s experience with regression therapy; many patients’ accounts of journeys into their lives between lives; written with ‘transcript’ accountability and validity |
| Additional titles: | Beyond Broccoli; One Minute Manager; |
| Additional documents: | **Gut Check; Holistic Wellness Inventory; and others …** |

**Note: reading *ONLY* 30 minutes/day (@3 min./page) = 10 pages/day; 10 x 365 = 3,650 pages/year or 18 books with 200 pages each**

PPD companion pieces: PPD\_Q&A\_FAQ\_2013; PPD\_Professional Development Program\_Overview\_2013; PPD\_My Plan\_My Data Tracker\_2013; PPD\_RLA Report Template\_2013