

# 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:

**D**ESCRIBE

**D**ISCUSS

**D**EMONSTRATE

**A**SK **Q**UESTIONS

**D**O **I**T!

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

*It Really Works!*