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# In-House Company Training



## A Hubbard Management System Presentation





# The Hubbard Management System

The Hubbard Management System provides exact principles and techniques to operate and expand a group.

It can be applied to any organization of any size.

Available in 11 languages, it has been utilized by more than 100,000 companies in 73 countries. It is the world's most widely used system of administration and management. Why? Because it works!





L. Ron Hubbard

The Hubbard Management System was developed by author, philosopher and humanitarian L. Ron Hubbard.

Author of the bestseller Dianetics and Founder of the Scientology religion, L. Ron Hubbard has made contributions to all areas of society.

His Study Technology has helped millions become better educated while his drug rehabilitation program is the most effective on the planet.

Over a period of more than 30 years he developed, tested and codified the Hubbard Management System.



# What is an Organization?

“An organization is something which has its own spirit.

It is composed of people or living beings who are governed by certain rules and purposes and who know how to do their jobs. That is an organization and when any of those factors are neglected it becomes a ‘thing’ even though it still has a name and legal standing.”

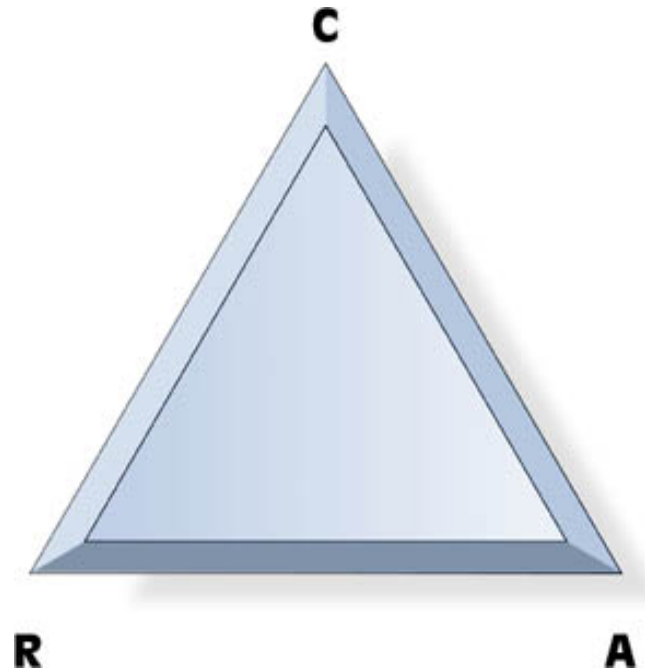
L. Ron Hubbard



# The ARC Triangle

In handling any living entity, including an organization, there are three factors which are of the utmost importance:

**Affinity – Reality -  
Communication**



# Affinity

“By affinity we mean emotional response. We mean the feeling of affection or lack of it...”

L. Ron Hubbard





# Reality

“Reality is fundamentally agreement. What we agree to be real is real.”

L. Ron Hubbard



# Communication

“The study and practice of interchanging ideas, individual to individual, individual to group, group to individual and group to group.”

L. Ron Hubbard



# ARC

“A word from the initial letters of Affinity, Reality, Communication which together equate to Understanding.”

L. Ron Hubbard



# ARC Break

“A sudden drop or cutting of one’s affinity, reality, or communication with someone or something. Upsets with people or things come about because of a lessening or sundering of affinity, reality, or communication or understanding.

“It’s called an ARC break instead of an upset, because, if one discovers which of the three points of understanding have been cut, one can bring about a rapid recovery in the person’s state of mind.”

L. Ron Hubbard





# Policy

“Only practical policy agreed upon and followed provides the ARC that is the life itself of any group.”

L. Ron Hubbard



# Policy

“The enturbulence (commotion and upset) in an organization is directly proportional to the ignorance or absence of policy and purpose.”

L. Ron Hubbard



# Expansion Formula

**“1. PROVIDE GOOD POLICY**

**“2. MAKE IT EASILY KNOWABLE.**

**“3. BE STRENUOUS IN MAKING SURE IT IS  
FOLLOWED.”**

L. Ron Hubbard



# In-House Company Training

- It provides policy.
- It builds Reality and ARC.
- It makes efficient, productive team members.







In-House training builds competent and ethical employees, right on one's own premises.

As it is self-paced, employees do not get left behind but learn at their own speed.

Employees gain the exact skills to become expert in their particular duties and functions.





**In-House Training  
begins with a  
WISE  
Membership**

WISE, the World Institute of Scientology Enterprises, is a non-profit membership organization.

Established over 25 years ago, it originally catered to Scientologists in business employing L. Ron Hubbard's administrative works; today it licenses and services companies, corporations and organizations which utilize the Hubbard Management System.

WISE provides a wide range of training materials and benefits to assist and guide businesspeople in their application of the Hubbard Management System.





## Hubbard Management Courses

Membership in WISE allows one to train employees on a wide range of courses based on the Hubbard Management System. These courses focus on the following areas:

- Effective Learning
- Organizational Basics
- Primary Functions of an Organization
- Team Building





## Effective Learning

L. Ron Hubbard developed an entire body of knowledge on how to learn called Study Technology.

This technology enables one to recognize the true barriers to study and provides tools to rapidly grasp and apply any subject of learning.

At the heart of this technology one also finds the cause and remedy of high employee turnover and internal upsets.





Six separate courses on Study Technology can be delivered, catering to all literacy levels:

- **Basic Study Manual**
- **Learning How to Learn**
- **Study Skills for Life**
- **How to Use a Dictionary**
- **Grammar and Communication**
- **How to Achieve Effective Learning**





## Organizational Basics

There are simple but precise fundamentals which monitor all aspects of an organization's growth and prosperity — ignorance of them results in wastage and loss.

These include:

- Rewards and penalties and their relation to productivity.
- The use of statistical figures to predict and control growth.
- The fundamentals of effective communication.
- Achieving accountability in the workplace.



These and many more fundamentals are covered in the following Hubbard Management courses:

- **Formulas for Business Success**
- **Management by Statistics**
- **How to Effectively Handle Work**
- **Improving Business Through Communication**
- **Ethics for Business Survival**
- **How to Get Things Done**
- **How to Increase Efficiency in Your Company**





## The Key Functions of an Organization

Every company has the key functions of communication, personnel, promotion, marketing, sales, income, delivery, public relations, executive planning, supervision, etc.

Each area is its own specialized subject.

Within the Hubbard Management System these subjects are compartmented and fully defined with their own series of laws and techniques.





A wide range of Hubbard Management courses covering these subjects can be delivered in-house:

**Executive Basics**

**How to Evaluate and  
Predict Human Behavior**

**Financial Planning**

**Sales**

**Marketing**

**Basic Organization**

**Survey Course**

**Public Relations**

**How to Make Planning  
Become an Actuality**

**How to Write Effective  
Company Policy**





## Team Building

The hallmark of a successful organization is tight cooperation and an unmistakable team spirit.

Many factors contribute to this, however, all begin with the individual and his ability to interact with the team and forward the purposes which define the group and are shared by its members.



L. Ron Hubbard developed a series of courses which specifically address how an individual interacts with others and performs as a team member.

These courses are a vital part of increasing teamwork, initiative and accountability.

- **How to Get Along with Others**
- **Ups and Downs in Life**
- **Personal Values and Integrity**



# In-House Training

**GET STARTED!**

The steps to establish In-House training:

1. Sign up for the correct WISE Membership.
2. Use this presentation to introduce employees to the Hubbard Management System and get them started.
3. Train a Company Trainer and establish a delivery space.
4. Deliver the full range of Hubbard Management courses on the premises.





# WISE Training Memberships

**WISE Corporate Membership** allows one to deliver more than 20 Hubbard Management courses plus six Study Technology courses to employees all year round.

**A Company Membership** is available for smaller companies and allows them to deliver basic courses from the Hubbard Management System.



Both Corporate and Company Memberships in WISE provide a step by step checklist to establish an in-house training facility in your company.

One is only required to ensure employees have their own course materials and that the courses are correctly delivered per the terms of the WISE membership agreement.

Additional benefits:

- Free listing in the International WISE Business Directory.
- Programs to implement the Hubbard Management System.
- Discounts on training materials and conventions.





Sign Up!

Go to [www.wiseeastus.org](http://www.wiseeastus.org) and become a WISE Member  
or upgrade your current WISE Membership!

Contact us:

Phone: +1 (800) 631-9473

E-mail: [wiseeastus@wise.org](mailto:wiseeastus@wise.org)





Step One:

Introducing  
Employees  
To In-House  
Training





## Introducing Employees To In-House Training

Introduce your employees to the Hubbard Management System and L. Ron Hubbard.

Brief them on the advantages of gaining a full understanding and competence in this system.

Communicate training on the Hubbard Management System as the reward it is.

An employee trained and competent in the fundamentals of organization as well as specialized fields is more employable and more valuable.





Step Two:

Prepare to  
Deliver





## Training the Trainer

Choose at least one employee for training as a Company Trainer and call your nearest WISE office at +1 (800) 631-9473 on how you can train them right in your own office.

A Company Trainer can be trained in approximately five days.

Once certified a Company Trainer can administer in-house training on the Hubbard Management System to your employees.







## Choosing Your Training Space

With the advent of In-House Company Training, many WISE members now have dedicated training rooms. If you don't yet have one, any quiet and off-production lines type space can be used, such as a conference room, staff break room (when not used), even a waiting room used after business hours, etc. Some local WISE Chapters (called Effective Management Associations, or EMAs) have set up central "Community Training Rooms" that all local members share. Check with the WISE Office at +1 (800) 631-9473 to see if there is one in your area.







Step Three

Deliver!





## Delivering In-House Training

Begin by training your employees on the basics of the Hubbard Management System:

- Communication Skills
- The Conditions of Existence
- Management By Statistics
- How to Increase Efficiency.

These can immediately stabilize staff and increase their production.

Follow these courses with more specialized courses.



# Training Assistance

Whatever your training activities, as a WISE member you can contact WISE or your nearest Effective Management Association (EMA) to gain assistance in operating or expanding your company training programs.

