



Proposal for 2010 Communication and Teambuilding Training Program

Michele Rae, through the business of *The Center Within, LLC*, is delighted to submit this proposal for a *Communication and Teambuilding Training Program* for **Your Business** staff and leadership per an invitation from the training committee. It is my understanding **Your Business** has demonstrated a commitment to continually improving the skills of individuals and teams company wide through a variety of ongoing training and workshop opportunities.

The following proposal outlines a Communication Training Program which includes assessing your leaders and staff strengths and needs, then customizing a training and development program, **Your Company Communication and Teambuilding Training Program**, which optimizes your strengths and maximizes individual and organizational capacity. I will partner with you to accomplish this through skill development and application, which becomes integrated into your organization's standard of practice.



The Center Within offers a focused process:

Step One: Assessment

- Create communication assessment survey for workshop participants with input from **Your Company**.
- Roll out assessment to all program participants. This will be delivered via email or hard copy 4 weeks before scheduled 8 hour training sessions. Completed assessment will be returned to Michele within 1 week.
- Finalize assessments, collect and analyze results, and use this information as a framework to create your **Your Company** *Communication and Teambuilding Training Program*.
- Proposed time frame February 2010

Consulting Fee: \$1000/assessment and analysis

Step Two: Communication and Teambuilding Workshops for Leadership and Staff Development

- Three all day (8 hour) workshop with Participants which may include (determined by survey results and consultation with **Your Company**):
 - Review assessment results
 - Successful speaking
 - Effective listening
 - Conflict resolution
 - Successful meetings
 - Internal and external customer service
 - Teambuilding
 - Performance improvement
 - Change management



This training will include skill building, practice sessions, and review of current strengths and difficulties with participants. The afternoon will be focused on application of these skills for individuals and work teams at **Your Company**.

The training will be repeated on three separate days.

Proposed time frame: March 2010.

Consulting Fee: **\$6000/3 eight hour workshops**

Step Three: Communication Training Follow Up: Implementation, Integration and Application

- One half day session to review skills and implementation and integration at **Your Company** with entire staff within 4 weeks after completing all day training sessions.

Consulting Fee: **\$1000/4 hour follow up session**

- Ongoing evaluation of the process will occur throughout the training with the leadership team. Adjustments and improvements will be made in the **Your Company** *Communication and Teambuilding Training Program* as it unfolds. Results reviewed with Sr. Leadership team as requested.

Completed by 5-31-10



the Center Within



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Your Company *Communication and Teambuilding Training Program*

Total: \$8000.00

Payment: To be paid within 30 days following completion of each phase, as per the Consulting and Professional Services Agreement which accompanies this Plan.