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# GENERAL SERVICES ADMINISTRATION

## Federal Supply Service Authorized Federal Supply Schedule Price List

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On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system. The INTERNET address for *GSA Advantage!* is: **GSAAdvantage.gov**.

Federal Supply Schedule For: Business Training Services

Contract Number: GS-02F-0057W

FSC Group: 874 MOBIS

SIN Number: 874-4 Multiple Award  
Training Services:  
Instructor Led Training, Web Based Training and  
Education Courses,  
Course Development and Test Administration

Contract Period: November 25, 2009 - November 24, 2014



### **TIM SHAVER AND ASSOCIATES LLC**

**2 International Plaza Drive, Suite 208  
Nashville, TN 37217-2030**

Off: (615) 399-8700

Fax: (615) 399-8711

ATTN: Tim Shaver

Email: [tim@tsallctraining.com](mailto:tim@tsallctraining.com)

Website: <http://www.tsallctraining.com>

**Business Size: Service Disabled Veteran Owned Small Business**

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://www.fss.gsa.gov>.

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## CUSTOMER INFORMATION:

- 1a. Awarded Special Item Number:  
**SIN 874 4 - Multiple Award, Federal Supply Schedule 874/MOBIS Training Services and Products**  
(See attached Awarded Price and Training Descriptions)
- 1b. Lowest Priced Model Number for each Awarded Special Item Number:  
**SIN 874 4 - All Training Programs that are offered at ½ day are \$2,871.38.**
- 1c. Proposing Hourly Rates: **N/A**
2. Maximum Order: **\$1,000,000.00**
3. Minimum Order: **\$100.00**
4. Geographic Coverage (Delivery Area): **48 Contiguous States, the District of Columbia, Alaska, Hawaii**
5. Point of production: **Davidson County, Nashville, TN**
6. Discount: **Prices shown are net, discount deducted**
7. Quantity discounts: **None**
8. Prompt payment terms: **Net 30**
- 9a. Notification that government purchase cards **are accepted** at or below the micro-purchase threshold
- 9b. Notification that Government purchase cards **are accepted** above the micro-purchase threshold
10. Foreign Items: **None**
- 11a. Time of delivery: **50 days normal/Contact Contractor/All Classes**
- 11b. Expedited Delivery: **14 days/Contact Contractor/"Items available for expedited delivery include: All Classes**
- 11c. Overnight and 2-day delivery: **Contact Contractor**
- 11d. Urgent Requirements: **Contact Contractor**
12. FOB Point: **Destination**
- 13a. Ordering Address:  
**Tim Shaver and Associates LLC**  
**2 International Plaza Drive, Suite 208**  
**Nashville, TN 37217-2030**

13b Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405.3.

14. Payment Address: **Same as item No. 13a**

15. Warranty Provision: **None**

16. Export Packing Charges: **None**

17. Terms and Conditions of Government Purchase Card Acceptance: **None**

18. Terms and Conditions of rental maintenance, and repair: **None**

19. Terms and Conditions of installation: **None**

20. Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list price: **None**

20a Terms and Conditions for any other services (if applicable): **None**

21. List of Service and Distribution Points: **N/A**

22. List of Participating Dealers: **N/A**

23. Preventive Maintenance: **N/A**

24a Special attributes such as environmental attributes: **N/A**

24b **Not Applicable**

25. Data Universal Number System (DUNS) number: **148423846**

26. Notification regarding registration in Central Contractor Registration (CCR) database. **Tim Shaver & Associates LLC is registered in the CCR database**



## PRICING

### Tim Shaver and Associates Instructor-led Training Courses

All pricing is based on a minimum of 10 participants. A charge of \$35.00 per person over the minimum. (Travel fees are not included and will be billed at cost.)

| <b>Course</b>                                      | <b>Standard Price - 1/2 Day</b> | <b>Standard Price - Full Day</b> | <b>Standard Price - Two-Day</b> | <b>GSA Discount</b> | <b>GSA Price Including 0.75% Funding Fee - Half Day</b> | <b>GSA Price Including 0.75% Funding Fee - Full Day</b> | <b>GSA Price Including 0.75% Funding Fee - Two Days</b> |
|--|---------------------------------|----------------------------------|---------------------------------|---------------------|---|---|---|
| Selling Yourself & Your Ideas                      |                                 | \$5,000.00                       | \$10,000.00                     | 5%                  |   | \$4,785.63  | \$9,571.25  |
| Constructive Conflict                              | \$3,000.00                      | \$5,000.00                       | \$10,000.00                     | 5%                  | \$2,871.38  | \$4,785.63  | \$9,571.25  |
| Influencing Others                                 | \$3,000.00                      |                                  |                                 | 5%                  | \$2,871.38  |   |   |
| Effective Delegation Skills                        | \$3,000.00                      | \$5,000.00                       | \$10,000.00                     | 5%                  | \$2,871.38  | \$4,785.63  | \$9,571.25  |
| Write To The Point                                 | \$3,000.00                      | \$5,000.00                       | \$10,000.00                     | 5%                  | \$2,871.38  | \$4,785.63  | \$9,571.25  |
| Building High-Performance Teams                    | \$3,000.00                      | \$5,000.00                       | \$10,000.00                     | 5%                  | \$2,871.38  | \$4,785.63  | \$9,571.25  |
| Leadership Skills-Training, Coaching and Mentoring | \$3,000.00                      | \$5,000.00                       |                                 | 5%                  | \$2,871.38  | \$4,785.63  |   |
| Change Management                                  | \$3,000.00                      | \$5,000.00                       |                                 | 5%                  | \$2,871.38  | \$4,785.63  |   |
| Superior Customer Service                          | \$3,000.00                      | \$5,000.00                       |                                 | 5%                  | \$2,871.38  | \$4,785.63  |   |
| DISC Behavioral Style Training                     | \$3,000.00                      | \$5,000.00                       |                                 | 5%                  | \$2,871.38  | \$4,785.63  |   |
| Effective Communication Skills                     | \$3,000.00                      | \$5,000.00                       |                                 | 5%                  | \$2,871.38  | \$4,785.63  |   |
| Effective Recruiting & Hiring                      | \$3,000.00                      | \$5,000.00                       |                                 | 5%                  | \$2,871.38  | \$4,785.63  |   |



|  |            |            |             |    |            |            |            |
|--|------------|------------|-------------|----|------------|------------|------------|
| Strategic Planning   | \$3,000.00 | \$5,000.00 | \$10,000.00 | 5% | \$2,871.38 | \$4,785.63 | \$9,571.25 |
| Presenting Yourself with Impact                                      | \$3,000.00 | \$5,000.00 |             | 5% | \$2,871.38 | \$4,785.63 |            |
| Selling Value Instead of Price                                       | \$3,000.00 | \$5,000.00 | \$10,000.00 | 5% | \$2,871.38 | \$4,785.63 | \$9,571.25 |
| Effective Prospecting Techniques                                     | \$3,000.00 | \$5,000.00 |             | 5% | \$2,871.38 | \$4,785.63 |            |
| Conquering Cold Calling  | \$3,000.00 | \$5,000.00 |             | 5% | \$2,871.38 | \$4,785.63 |            |
| Sales Strategies for Non-Selling Professionals                       | \$3,000.00 | \$5,000.00 | \$10,000.00 | 5% | \$2,871.38 | \$4,785.63 | \$9,571.25 |
| How Leaders Communicate  | \$3,000.00 | \$5,000.00 |             | 5% | \$2,871.38 | \$4,785.63 |            |
| Speak Up: The Art of Self-Promotion                                  | \$3,000.00 |            |             | 5% | \$2,871.38 |            |            |
| Harness the Power of Stories   | \$3,000.00 | \$5,000.00 |             | 5% | \$2,871.38 | \$4,785.63 |            |
| Full Throttle-How to Supercharge Your Energy and Performance at Work | \$3,000.00 |            |             | 5% | \$2,871.38 |            |            |



| <b>GSA PRICING</b>             | <b>GSA FINAL PRICE<br/>10 PARTICIPANTS</b> |
|--------------------------------|--|
| <b>1/2 Day Onsite Training</b> | <b>\$2,871.38</b>                          |
| <b>1 Day Onsite Training</b>   | <b>\$4,785.63</b>                          |
| <b>2 Day Onsite Training</b>   | <b>\$9,571.25</b>                          |

1. Prices do not include travel expenses. Travel fees will be billed at cost.
2. Prices are based on a minimum of 10 participants, A charge of \$35.00 per participant will be billed over the minimum.
3. Maximum class size is 30.

| <b>COURSE NAME</b>  | <b>LENGTH</b>          |
|---|------------------------|
| 1 Selling Yourself & Your Ideas   | 1 or 2 days            |
| 2 Constructive Conflict   | 1/2 or 1 day or 2 days |
| 3 Influencing Offers  | 1/2 day                |
| 4 Effective Delegation Skills   | 1/2 or 1 day or 2 days |
| 5 Write To The Point  | 1/2 or 1 day or 2 days |
| 6 Building High Performance Teams                                       | 1/2 or 1 day or 2 days |
| 7 Leadership-Training, Coaching and Mentoring                           | 1/2 or 1 day           |
| 8 Change Management   | 1/2 or 1 day           |
| 9 Superior Customer Service   | 1/2 or 1 day           |
| 10 DISC Behavioral Style Training                                       | 1/2 or 1 day           |
| 11 Effective Communication Skills                                       | 1/2 or 1 day           |
| 12 Effective Recruiting & Hiring  | 1/2 or 1 day           |
| 13 Strategic Planning   | 1/2 or 1 day or 2 days |
| 14 Presenting Yourself with Impact                                      | 1/2 or 1 day           |
| 15 Selling Value Instead of Price                                       | 1/2 or 1 day or 2 days |
| 16 Effective Prospecting Techniques                                     | 1/2 or 1 day           |
| 17 Conquering Cold Calling  | 1/2 or 1 day           |
| 18 Sales Strategies for Non-Selling Professionals                       | 1/2 or 1 day or 2 days |
| 19 How Leaders Communicate  | 1/2 or 1 day           |
| 20 The Art of Tooting Your Horn   | 1/2 day                |
| 21 Harness the Power of Stories   | 1/2 or 1 day           |
| 22 Full Throttle-How to Supercharge your energy and performance at work | 1/2 day                |

**COURSE LISTING**  
**Tim Shaver and Associates**  
**Instructor-led Training Courses**

|    |   | 1/2 Day    | Full Day   | Two-Day    |
|----|---|------------|------------|------------|
| 1  | <b>Selling Yourself &amp; Your Ideas</b>                                    |            | \$4,785.63 | \$9,571.25 |
| 2  | <b>Constructive Conflict</b>  | \$2,871.38 | \$4,785.63 | \$9,571.25 |
| 3  | <b>Influencing Others</b>   | \$2,871.38 |            |            |
| 4  | <b>Effective Delegation Skills</b>  | \$2,871.38 | \$4,785.63 | \$9,571.25 |
| 5  | <b>Write To The Point</b>   | \$2,871.38 | \$4,785.63 | \$9,571.25 |
| 6  | <b>Building High Performance Teams</b>                                      | \$2,871.38 | \$4,785.63 | \$9,571.25 |
| 7  | <b>Leadership Skills-Training, Coaching and Mentoring</b>                   | \$2,871.38 | \$4,785.63 |            |
| 8  | <b>Change Management</b>  | \$2,871.38 | \$4,785.63 |            |
| 9  | <b>Superior Customer Service</b>  | \$2,871.38 | \$4,785.63 |            |
| 10 | <b>DISC Behavioral Style Training</b>                                       | \$2,871.38 | \$4,785.63 |            |
| 11 | <b>Effective Communication Skills</b>                                       | \$2,871.38 | \$4,785.63 |            |
| 12 | <b>Effective Recruiting &amp; Hiring</b>                                    | \$2,871.38 | \$4,785.63 |            |
| 13 | <b>Strategic Planning</b>   | \$2,871.38 | \$4,785.63 | \$9,571.25 |
| 14 | <b>Presenting Yourself with Impact</b>                                      | \$2,871.38 | \$4,785.63 |            |
| 15 | <b>Selling Value Instead of Price</b>                                       | \$2,871.38 | \$4,785.63 | \$9,571.25 |
| 16 | <b>Effective Prospecting Techniques</b>                                     | \$2,871.38 | \$4,785.63 |            |
| 17 | <b>Conquering Cold Calling</b>  | \$2,871.38 | \$4,785.63 |            |
| 18 | <b>Sales Strategies for Non-Selling Professionals</b>                       | \$2,871.38 | \$4,785.63 | \$9,571.25 |
| 19 | <b>How Leaders Communicate</b>  | \$2,871.38 | \$4,785.63 |            |
| 20 | <b>Speak Up: The Art of Self-Promotion</b>                                  | \$2,871.38 |            |            |
| 21 | <b>Harness the Power of Stories</b>   | \$2,871.38 | \$4,785.63 |            |
| 22 | <b>Full Throttle-How to Supercharge your energy and performance at work</b> | \$2,871.38 |            |            |

# Instructor-led Training Workshop Descriptions:

## **Selling Yourself & Your Ideas**

Fifteen minutes in front of an audience can mean the difference between failure and success. Successful presenters create their own credibility to engage their audience and win them to their ideas—in conversations, meetings, and presentations. In this program, you will learn how to focus on what is essential to your audience and turn your information into clear, persuasive messages that move others to action.

Each participant will receive a “Selling Yourself and Your Ideas” workbook, including 101 tips for persuasive presentations.

Some of the basic skills each participant will master during the program:

- Build your messages around what your audience cares about
- Make your content clear, persuasive, and memorable
- Let your real personality connect with your audience
- Use delivery techniques and stories to capture and hold attention
- Handle questions confidently

## **Constructive Conflict**

Disagreements can be healthy and productive with the right tools to match the approach to conflict to the situation. In this program, you will discover your preferred approach to conflict and draw on tested techniques for open and candid communication leading to constructive resolution.

Each participant will receive a personal conflict profile and workbook on “Constructive Conflict.”

Some of the basic skills each participant will master during the program:

- Uncover sources of conflict and different types of conflict
- Identify five conflict-handling modes
- Anticipate others’ perspectives
- Adapt your style to steer conflict situations in constructive directions
- Apply Bridge-Building Conversation techniques for resolving issue-based conflict

## **Influencing Others**

Personal and professional success often depends on the ability to negotiate through conflicting interests and influence others to get things done—when you have no direct authority. This program gives you the insights and skills to understand the interests of others and communicate to build a cooperative and productive work environment.

Each participant will receive a communication profile and workbook on “Influencing Others.”

Some of the basic skills each participant will master during the program:

- Identify four communication and influence styles
- Identify how you and others prefer to be influenced
- Know the impact of your style on others
- Adapt your style to appeal to others

## **Effective Delegation Skills**

The secret to effective management is the ability to delegate effectively. In this workshop you will how and when to delegate. This program teaches you the basic steps in delegation and concludes with a personal action plan for each participant.

Each participant will receive an “Effective Delegation” workbook.

Some of the basic skills each participant will master during the program:

- Learning when to delegate.
- Learning the steps in the delegation process.
- Closing the loop.
- Practicing the skills.
- Developing the new habits.

## **Write to The Point**

Clear writing improves decision-making, builds relationships, and saves time. This program presents techniques to help you create easy-to-read, clear messages that get the results you want – no matter what you are writing - from formal reports and web content to e-mails and customer correspondence.

Each participant will receive a “Write to the Point” workbook.

Some of the basic skills each participant will master during the program:

- Analyze your purpose and audience
- Generate ideas quickly
- Organize logically for your readers
- Draft paragraphs and sentences that flow
- Edit to be clear, concise, and correct

## **Building High Performance Teams**

Great managers build great teams. In this workshop, we will learn how to use training, coaching, and mentoring to build a great team. Leaders will learn the practical skills they need to improve their employee’ performance. To be a great manager you must incorporate all of these skills into your manager’s toolbox.

Each participant will receive a “High Performance Team Building” workbook.

Some of the basic skills each participant will master during the program:

- Learning the difference between coaching, mentoring and training.
- When to use the difference management techniques.
- How to identify the needs of each different team member.
- Developing a program for each of your team members.
- Assessing the needs of your team.

## **Leadership-Training, Coaching and Mentoring**

One of the biggest problems managers, first time or experienced, have is spending the right amount of time training, coaching, and mentoring their employees. All managers have to do all three or they decrease the productivity of their people. This program is designed to help you understand the differences and acquire the skills so you can become a first class manager!

Each participant will receive a workbook on Leadership – Training, Coaching and Mentoring

Some of the basic skills each participant will master during this workshop:

- Difference between Coaching, Training, and Mentoring
- What is the right amount of time to spend on each
- What are the top three techniques of coaching
- How to mentor and insure your mentee is on the same page
- How to train, put together a training program, and provide on-going reinforcement

## **Change Management**

Government and the business of government are constantly changing. As a result, our work environment is constantly changing. Yet people resist change and are fearful of it. As a manager, you must implement these changes while walking a tight rope to get and keep everyone on-board and happy. This program is designed to help you implement, manage and control this change while maximizing your staffs performance

Each participant will receive a workbook on Change Management

Some of the basic skills each participant will master during this workshop:

- Understanding what is change, why people resist it and how it actually helps people
- Understand those people that will resist and those that will embrace change
- How to implement change so that everyone buys in
- How to monitor the changes you have implemented to insure the results are as expected.

## **Superior Customer Service**

The Superior Customer Service program uses a total quality management approach for improving customer service. The program leads you through the three phases of implementing quality customer service and concludes with the development of your own action plan for excellence.

Each participant will receive a “Quality Service” workbook.

Some of the basic skills each participant will master during the program:

- Defining what is superior customer service
- Evaluating your present goal of customer service
- Effective telephone and face to face communications
- Dealing with dissatisfied customers
- Developing a quality service action plan

## **DISC Behavioral Style Training**

DISC is the universal language of observable human behavior and emotions. In this workshop, each participant will identify their own DISC style and learn how to identify the DISC style of others. This will enable them to improve the way they communicate and motivate others as well as understand how they like to be communicated with and what motivates them.

The TTI Managing for Success Employee/Manager assessment will be administered. Each participant will receive a personalized report and action plan.

Some of the basic skills each participant will learn and master during this program:

- Your strengths and weaknesses and how to capitalize on your strengths.
- Your value to the organization.
- How people perceive you when you are under stress.
- How to change your behavior when working with the different DISC styles.
- How to increase the understanding of our colleagues and therefore increase the effectiveness of our interpersonal communications.

## **Effective Communication Skills**

Getting work done through or with others requires that people communicate with each other. Successful people are good communicators. This is a learned skill that takes an awareness of your own communication strengths and weaknesses. If this workshop we will help, each participant identifies their communication strengths and weaknesses and develops an action plan for improving.

The TTI Managing for Success Employee/Manager assessment will be administered. Each participant will receive a personalized report and action plan.

Some of the basic skills each participant will learn and master during this program:

- Their personal communication style.
- How they need to adapt their communication style to better communicate with other communication styles.
- How to become better listeners.
- How stress interrupts the communication process.
- The various parts of communication and their importance.

## **Effective Recruiting & Hiring**

To have a winning team you need to find, recruit, interview and hire winning team members. This is one of the most critical job functions for a manager. This part of management is often overlooked, as it is a small part of a manager's job but is so important for the success of the team and the individual manager.

Each participant will receive a "How To Hire a Superstar Workbook" and will complete the TTI Managing for Success Employee/Manager assessment.

Some of the basic skills each participant will learn and master during this program:

- How to identify the appropriate behavior style for the job.
- How to prepare a hiring plan
- How to quickly screen out unqualified applicants.
- How to ask the appropriate interview questions.
- How to identify the right individual that will fit in with the team.

## **Strategic Planning**

**This workshop will teach managers how to formulate and develop a strategic plan for their organization. Managers will learn a simple yet effective step-by-step process they can use to develop and write a strategic plan for their organization.**

**Each participant will receive a strategic planning workbook and guide.**

**Some of the basic skills and processes each participant will learn during this workshop are:**

- **Who should participate in the strategic planning process and how to pick the planning team?**
- **How to organize the process.**
- **The steps in the strategic planning process.**
- **Why plans fail and the importance of follow up.**
- **How to write a mission and vision statement.**
- **The best implementation process.**

## **Presenting Yourself with Impact**

**One of the most common fears is speaking to a group. Whether you are giving a formal presentation, speaking to co-workers, addressing fellow members of an organization or a group of strangers, presenting can be a difficult challenge. This program is designed to help you gain the skills and confidence you need to be a successful speaker.**

**Each participant will receive a “Presenting Yourself with Impact Workbook.**

**Some of the basic skills each participant will master during the program:**

- **Create compelling content**
- **Analyze and adapt to your audience**
- **Build credibility**
- **Use forceful language**
- **Use A/V aids to your advantage**

## **Selling Value Instead of Price**

**Often, one of the biggest obstacles we face is selling our concepts, our ideas, and ourselves. Everyone seems to want to focus on the bottom line not the benefits of what is being presented. As a result, we often get pushed around, our ideas get truncated and we end up focusing on price. As a manager, we must get around that, as we must focus on the long-term aspects.**

**Each participant will receive a workbook on Selling Your Value**

**Some of the basic skills each participant will master during this workshop:**

- **How to quickly build trust so that people are open and honest with you**
- **How to control the conversation so that your time together is productive**
- **How to quickly determine needs, budget, and the decision making process of your prospect or other party**
- **How to present in a manner that you can get only a positive response.**
- **How to become your contacts trusted advisor.**

## **Effective Prospecting Techniques**

For many agencies and their employees, needy citizens just do not appear. The agency has to let people know they exist, what services they provide, and how to become eligible for those services. Yet many government employees are at a loss on how to inform the public, where to go to find and reach the citizens who need and will use your agency, how much time to spend doing this and what is the proper way to do it. Plus many more are just not comfortable doing it because they do not know how.

This program is designed to give you the skills and confidence you need to do this activity.

Each participant will receive an Effective Business Development Techniques workbook.

Some of the basic skills each participant will master during this workshop:

- How to create your personal information message
- How to create your personal citizen awareness campaign
- How to craft your message based upon the audience.
- How much time to spend and where to spend that time.

## **Conquering Cold Calling**

The telephone – for most people in business development – is a terrible thing. We are caught in voicemail, cannot get past the gatekeeper, and waste time with endless follow up calls. Yet, the telephone is often the only way to reach many of the people who make the final decision.

Therefore, to reach our maximum success level, we have to use the phone to make cold calls. We each have to conquer cold calling!

Each participant will receive a workbook on Cold Calling.

Some of the basic skills each participant will master during this workshop:

- How to enlist the gatekeepers help and what that gatekeeper is scared of.
- Why decision makers want you to call and what to say.
- When to sue Voicemail and when not. What to say on voicemail to get your calls returned by 75% of the people.
- What to say when you get the Decision Maker on the phone
- How to get invited in for the next step

## **Sales Strategies for Non-Selling Professionals**

For many of us with technical skills, ability and degrees, we hate selling. Yet, we constantly have to sell and are. Whether we are selling our ideas to our boss and co-workers or to our suppliers and vendors – we have to sell. Yet, many hate it, are fearful, and just think it is beneath them. Yet, the best mousetrap will never be known, or used unless some sells it!

Each participant receives a Workbook and Audio CD on Business Development for Non-Selling Professionals.

Some of the basic skills each participant will master during this workshop:

- How to create and the actual creation of a personal business development plan
- How much time to devote to doing business development and where is best to spend that time
- How to create trust in another individual.
- How to use body language, tonality and words to get your message heard better.
- Creation of a process to interact with prospects so that you increase your productivity.

## **How Leaders Communicate**

Leading organizations and groups successfully depends on communication to build trust, heighten commitment, and improve performance. This program introduces communication techniques used by leaders at all levels for sending messages that motivate and listening to learn.

Each participant will receive a workbook on “How Leaders Communicate.”

Some of the basic skills each participant will master during the program:

- Identify the communication behaviors of successful leaders
- Make your case clearly and forcefully
- Use the power of questions to listen and learn
- Build compelling stories to engage others in your leadership vision
- Use multiple communication channels creatively

## **Speak Up: The Art of Self-Promotion**

Do you take advantage of opportunities to get credit for your accomplishments? Or do you shy away, being careful not to sound arrogant and cocky, hoping your actions will speak for themselves? This program is designed to give you tools to promote yourself with confidence and grace.

Each participant will receive a workbook on “Speak Up: The Art of Self Promotion.”

Some of the basic skills each participant will master during the program:

- Set your mind for success
- Craft your experiences into compelling stories
- Deliver your stories with confidence
- Find the best time to promote yourself
- Design a self-promotion plan

## **Harness the Power of Stories**

How do you cut through information overload to reach distracted listeners and win over the skeptics? Your stories carry the power to cut through message clutter. This program will guide you through a process for crafting stories that motivate, persuade, and inspire.

Each participant will receive a “Harness the Power of Stories” workbook.

Some of the basic skills each participant will master during the program:

- Identify types of influence stories
- Explore your experiences to find persuasive, credibility-building stories
- Craft stories to be memorable
- Match your stories to your purpose and your listeners
- Deliver your stories to connect with your listeners

## **Full Throttle-How to Supercharge Your Energy and Performance at Work**

Facing a continual barrage of tasks coupled with a tough economy, many people feel completely drained by day’s end. To stay ahead of the game, you need to capitalize on your energy - to go full-throttle when needed.

Each participant will receive a copy of “Full Throttle: 122 Strategies To Supercharge your Performance at Work”.

In this workshop the audience will learn how to:

- Turn fear into positive energy
- Get focused for every meeting
- Develop greater balance in your life
- Become more productive but work less hard
- Plug up all the energy drains