



**1b. Identification of the lowest priced model number and lowest unit price for each special item number awarded under contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. N/A**

**1c. Labor Category Descriptions:** Provided Below

**2. Maximum order:** \$1,000,000.00

**3. Minimum order:** \$100.00

**4. Geographic coverage (delivery area):** CONUS

**5. Point(s) of production:** Same as company address

**6. Discount From List Prices or Statement of Net Price:** Government net prices (discounts already deducted) – List at the end of this pricelist.

**7. Quantity Discounts:** Additional 1% discount on single orders over \$500,000.

**8. Prompt Payment Terms:** Net 30 days

**9a. Notification That Government Purchase Cards Are Accepted at or Below the Micro-purchase Threshold:** Yes

**9b. Notification That Government Purchase Cards Are Not Accepted Above the Micro-purchase Threshold:** Contact Contractor

**10. Foreign Items:** None

**11a. Time of Delivery:** Specified in task order

**11b. Expedited Delivery:** Contact Contractor

**11c. Overnight and 2-Day Delivery:** Contact Contractor

**11d. Urgent Requirements:** Contact Contractor

**12. F.O.B. point(s):** Destination

**13a. Ordering Address:** Same as company address

**13b. Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage [fss.gsa.gov/schedules](https://fss.gsa.gov/schedules).

**14. Payment Address:** Same as company address

15. **Warranty Provision:** Contractor's standard commercial warranty
16. **Export Packing Charges:** N/A
17. **Terms and Conditions of Government Purchase Card Acceptance (any Thresholds Above the Micro-purchase Level):** Contact Contractor
18. **Terms and Conditions of Rental, Maintenance, and Repair:** N/A
19. **Terms and Conditions of Installation:** N/A
20. **Terms and Conditions of Repair etc.:** N/A
- 20a. **Terms and Conditions for any Other Services:** N/A
21. **List of Service and Distribution points:** N/A
22. **List of Participating Dealers:** N/A
23. **Preventive maintenance:** N/A
- 24a. **Environmental Attributes:** N/A
- 24b. **Section 508 Compliance:** Careerstone Group LLC will ensure that the services provided under this contract will be in compliance with the Americans with Disabilities Act (ADA) by vigorously adhering to the accessibility checklist specified in Section 508.
25. **Data Universal Number System (DUNS) Number:** 791216588
26. **Notification regarding registration in System for Award Management (SAM) Database:**  
registered

**Contractor will accept LH and FFP**

**GOVERNMENT AWARDED RATES (NET PRICES)**

AWARDED SIN	LABOR CATEGORY	GSA APPROVED RATE
874-1	Principal/Expert	\$340.96
874-1	Sr. Consultant	\$303.07
874-1	Consultant	\$246.25
874-1	Organizational Analyst	\$189.42
874-1	Junior Analyst	\$113.65
874-1	Administrative Support	\$53.04

AWARDED SIN	TRAINING COURSE TITLE	GSA APPROVED RATE
874-4	<b>Generation Matters—Leveraging Generational Diversity (Half day)</b>	\$4,020.15
874-4	<b>Generation Matters—Levering Generational Diversity (Full day)</b>	\$4,824.18
874-4	<b>Generation Matters—Leveraging Generational Diversity (Presentation)</b>	\$2,392.95
874-4	<b>Transitions Matter—Successfully Navigating Transitions for Personal Effectiveness</b>	\$3,675.57
874-4	<b>Change Matters—Leading Organizational Change</b>	\$4,824.18

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AWARDED SIN	TRAINING COURSE TITLE	GSA APPROVED RATE
874-4	<b>Conflict Matters!</b> Managing Conflict Effectively to Support Relationships and Productivity	\$4,824.18
874-4	<b>Networking Matters!</b> Building Authentic and Effective Professional Relationships	\$4,364.74
874-4	<b>Presentation Matters!</b>	\$8,729.47
874-4	<b>Mentoring Matters!</b> Leveraging your Mentoring Relationships	\$4,020.15
874-4	<b>Emotional Intelligence Matters!</b>	\$5,111.34
874-4	<b>Power Matters!</b>	\$4,364.74
874-4	<b>Gossip Matters!</b> Creating Positive Workplace Communication (Full day)	\$6,221.66
874-4	<b>Gossip Matters!</b> Creating Positive Workplace Communication (Half day)	\$4,364.74
874-4	<b>Personality Matters!</b> Enhance Personal and Professional Effectiveness	\$6,030.23
874-4	<b>Managing Up Matters!</b> Increase Cooperation and Collaboration	\$6,221.66
874-4	<b>Success Derailers/Success Accelerators: Keep Your Career on Track!</b>	\$4,594.46
874-4	<b>Coaching Skills For Managers: Develop Your Talent!</b> (Half day)	\$4,020.15
874-4	<b>Coaching Skills For Managers: Develop Your Talent!</b> (Full day)	\$6,221.66

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AWARDED SIN	TRAINING COURSE TITLE	GSA APPROVED RATE
874-4	<b>Facilitation Matters:</b> Facilitation Fundamentals: Lead Meetings that Matter	\$6,221.66
874-4	<b>Communication/Presentation Matters:</b> Increase Your Personal Effectiveness	\$5,073.05
874-4	<b>Team Launch Matters:</b> Creating Effective Teams	\$4,307.30

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.

## GOVERNMENT AWARDED LABOR CATEGORY DESCRIPTIONS

### Principal/Expert

**Minimum/General Experience:**

Minimum of 15 years of consulting experience directly related to the requirement of the contract tasks to which he/she is assigned. An expert in the field of management and organizational development consulting and a proven track record in managing both simple single delivery and complex multi-layered management consultancy work. Principals have proven experience in identifying and matching consultants to client and project needs. Possesses excellent communication skills, architects of the Careerstone Group Quality Control Process and Methodology: D<sup>3</sup> Design, Deliver, Debrief©

**Functional Responsibility:**

Responsible for hiring, recruiting and managing all Careerstone consultants. Holds all Careerstone consultants to rigorous standards of customer service and client relationship management. Responsible for keeping Careerstone consultants apprised of specific federal mandates and performance criteria and requirements. Serves as a point of contact between the client and the Careerstone consultants, drafts responses to client's statements of work, prepares specific deliverables as directed by the client.

**Minimum Education:**

Masters' Degree, Equivalent experience, or Professional Certification  
Subject Matter certification

### Senior Consultant

**Minimum/General Experience:**

Minimum of 8 years of consulting experience directly related to the requirement of the contract tasks to which he/she is assigned. Considered to be an expert in their field. Possesses excellent communication skills. Trained in Careerstone Group Quality Control Process and Methodology: D<sup>3</sup> Design, Deliver, Debrief©

**Functional Responsibility:**

Responsible for, independent of the development of continuity of solutions that support the overall contract deliverables. Serves as the contract representative, as directed by the principal/expert to all levels of client management. Supports principal/expert in drafting responses to client statements of work. Prepares specific deliverables as directed by client. Provides expert advice/counsel to principal and client in the overall delivery of contract products and services. Provides general direction to less senior consultants in support of contract deliverables.

**Minimum Education:**

Masters' Degree, Equivalent experience, or Professional Certification  
Subject Matter certification

**Consultant**

***Minimum/General Experience:***

Minimum of 5 years of consulting experience directly related to the requirement of the contract tasks to which he/she is assigned. Considered to be an expert in their field. Possesses excellent communication skills. Trained in Careerstone Group Quality Control Process and Methodology: D<sup>3</sup> Design, Deliver, Debrief©

***Functional Responsibility:***

Responsible for, independent to the principal/expert, the development of continuity of operations solutions that support the overall contract deliverables. Serves as the contract representative, as directed by principal/expert to all levels of client management. Supports principal/expert and senior consultants in drafting responses to client statements of work. Prepares and delivers services described in the contract to the end-user. Provides expert advice/counsel to principal and client in the overall delivery of contract products and services.

***Minimum Education:***

Masters' Degree, Equivalent experience, or Professional Certification

**Organizational Analyst**

***Minimum/General Experience:***

Minimum of 5 years of progressively responsible consulting experience directly related to the requirement of the contract tasks to which he/she is assigned. Must have strong organization and communication skills and the ability to work in a team environment.

***Functional Responsibility:***

Supports principal/expert and senior consultants in assessing organizational needs and creating organizational recommendations. Prepares and delivers services described in the contract to the end-user. Provides advice/counsel to principal and client in the overall delivery of contract products and services.

***Minimum Education:***

Bachelor's Degree, Equivalent experience, or Professional Certification

**Junior Analyst**

***Minimum/General Experience:***

Minimum 3 years of progressively responsible experience participating in and supporting similar consulting projects related to requirement of contract tasks to which he/she is assigned.

***Functional Responsibility:***

Researches and analyzes data related to the engagement topic. Applies industry knowledge to determine the accuracy and reasonableness of data. Documents and summarizes the results to be used in developing client recommendations. Assist in developing work programs and implementing solutions to meet client needs, business studies, and interpretation of survey results.

***Minimum Education:***

Bachelor's Degree, Equivalent experience, or Professional Certification

**Administrative Support**

***Minimum/General Experience:***

Minimum of 3 years experience directly related to administration support within a professional services context. Possess excellent communication, computer and organization skills.

***Functional Responsibility:***

Interfaces with consulting staff on a day-to-day basis. Supports the completion of project tasks within estimated time frames and budget constraints. Supports presentations and client meetings. Knowledgeable in computer based documentation and presentation techniques, technical typing and word processing. Integrates inputs from various sources to create a cohesive product.

***Minimum Education:***

Four year college degree and/or commiserate experience and skills

**TRAINING COURSE DESCRIPTIONS:**

1	Course Title	Generation Matters—Leveraging Generational Diversity (Half day)
2	Course Description and Objectives	<p>Generation Matters raises awareness of the distinctive perspectives, motivations, and expectations of each generation employed in your organization. This highly informative and eye opening workshop provides substantive information and a base of useful knowledge to develop effective strategies and techniques for managing, motivating, and retaining talent in a diverse work environment.</p> <p>Workshop objectives include:</p> <ul style="list-style-type: none"> <li>• An overview of the four generations in the workplace today</li> <li>• The differences and similarities between the generations</li> <li>• The potential generational “clash points” and mitigating strategies</li> </ul>
3	Length of Course (hours/days)	Half Day (3.5 – 4 Hours)
4	Minimum/Maximum Number of Participants	10-40
5	Price for Additional Students Above Minimum	N/A
6	Support Materials Provided	Individual participant handout

1	<b>Course Title</b>	<b>Generation Matters: Leveraging Generational Diversity (Full Day)</b>
2	Course Description and Objectives	<p>Generation Matters raises awareness of the distinctive perspectives, motivations, and expectations of each generation employed in your organization. This highly informative and eye opening workshop provides substantive information and a base of useful knowledge to develop effective strategies and techniques for managing, motivating, and retaining talent in a diverse work environment.</p> <p>Workshop objectives include:</p> <ul style="list-style-type: none"> <li>• An overview of the four generations in the workplace today</li> <li>• The differences and similarities between the generations</li> <li>• The assets and liabilities of each generation</li> <li>• The potential generational “clash points” and mitigating strategies</li> <li>• A structured/facilitated discussion period to discuss their own work place in the generational context and to develop meaningful and relevant strategies for their own organizations</li> </ul>
3	Length of Course (hours/days)	Full Day
4	Minimum/Maximum Number of Participants	10–40
5	Price for Additional Students Above Minimum	N/A
6	Support Materials Provided	Individual Participant Handout/Workbook

1	Course Title	Generation Matters—Leveraging Generational Diversity (Presentation)
2	Course Description and Objectives	<p>This highly interactive presentation is designed to provide an overview of the importance of Generational diversity in the workplace.</p> <p>Presentation objectives include:</p> <ul style="list-style-type: none"> <li>• Overview of the four generations in the workplace today</li> <li>• Differences and similarities between the generations</li> <li>• Potential generational “clash points” and mitigating strategies</li> </ul>
3	Length of Course (hours/days)	1.25 hours
4	Minimum/Maximum Number of Participants	10-100
5	Price for Additional Students Above Minimum	N/A
6	Support Materials Provided	Individual participant handout—electronic version

<b>1</b>	<b>Course Title</b>	<b>Transitions Matter—Successfully Navigating Transitions for Personal Effectiveness</b>
2	Course Description and Objectives	<p>Federal employees are constantly dealing with organizational and personal change. Research shows that change can have profound effects (which vary from person to person) on an individual’s emotional state.</p> <p>During this interactive workshop participants will:</p> <ul style="list-style-type: none"> <li>• Learn the process internal psychological response to change</li> <li>• Identify the stages of transition</li> <li>• Articulate their own methods of dealing with transition</li> <li>• Develop strategies to help ease transition for themselves and others around them</li> </ul>
3	Length of Course (hours/days)	Half Day (3.5 – 4 Hours)
4	Minimum/Maximum Number of Participants	10-30
5	Price for Additional Students Above Minimum	N/A
6	Support Materials Provided	Individual participant handout

1 Course Title	Change Matters—Leading Organizational Change
2 Course Description and Objectives	<p>Possibly the only certainty in organizational life in the 21<sup>st</sup> century is change. Leaders in both the Federal and Private sectors devote much of their time and energy in implementing organizational change. However, change is often mismanaged and resistance occurs, which can result in low-morale and productivity.</p> <p>In this workshop participants will:</p> <ul style="list-style-type: none"> <li>• Learn a model to support organizational change</li> <li>• Learn to identify where they and their staff are in the change process</li> <li>• Be able to recognize those staff members who can play a key role in change implementation</li> <li>• Gain strategies for helping those resistant to change to move forward</li> </ul>
3 Length of Course (hours/days)	Full Day (7 Hours)
4 Minimum/Maximum Number of Participants	10-30
5 Price for Additional Students Above Minimum	N/A
6 Support Materials Provided	Individual participant handout

<b>1</b>	<b>Course Title</b>	<b>Conflict Matters! Managing Conflict Effectively to Support Relationships and Productivity</b>
<b>2</b>	<b>Course Description and Objectives</b>	<p>Conflict is a natural and healthy part of our work and personal lives. Conflict, if handled effectively, can help to deepen and strengthen relationships and teams and can be a catalyst for creativity and change.</p> <p>In this interactive workshop participants will:</p> <ul style="list-style-type: none"> <li>• Learn the four most common responses to conflict</li> <li>• Explore their own most and least used conflict style</li> <li>• Discover how to leverage other styles for more effective conflict resolution</li> <li>• Learn a model for having those difficult conversations with safety and respect</li> <li>• Practice difficult conversations</li> </ul>
<b>3</b>	<b>Length of Course (hours/days)</b>	Full Day (7 Hours)
<b>4</b>	<b>Minimum/Maximum Number of Participants</b>	10-30
<b>5</b>	<b>Price for Additional Students Above Minimum</b>	N/A
<b>6</b>	<b>Support Materials Provided</b>	Individual participant handout

1 Course Title	<b>Networking Matters! Building Authentic and Effective Professional Relationships</b>
2 Course Description and Objectives	<p>An important element in achieving career success is being well connected. This means building a network of friends, acquaintances and allies who can help and guide you. Cultivating an expanding list of contacts will dramatically aid your career development as well as your organizational effectiveness.</p> <p>Workshop objectives include:</p> <ul style="list-style-type: none"> <li>• Do’s and Don’t of effective networking</li> <li>• How to build positive and professional relationships within and outside your organization</li> <li>• Effective skills for engaging others</li> <li>• Essential networking etiquette skills and tips</li> </ul>
3 Length of Course (hours/days)	Half Day (3.5 to 4 hours)
4 Minimum/Maximum Number of Participants	20-30
5 Price for Additional Students Above Minimum	N/A
6 Support Materials Provided	Individual participant handout

1	Course Title	Presentation Matters!
2	Course Description and Objectives	<p>Success at work largely depends on one’s abilities to deliver information to individuals or groups in a meaningful and effective way. Presentation Matters focuses on the immediate and essential skills that can help anyone to become a more powerful and persuasive presenter.</p> <p>In this workshop participants will:</p> <ul style="list-style-type: none"> <li>• Learn and practice the fundamentals of effective presentations</li> <li>• Learn the principals of connecting with an audience large or small</li> <li>• Practice three presentations with peer review</li> <li>• Receive and practice coaching and feedback</li> <li>• Appreciate the power of verbal and non-verbal communication</li> <li>• Develop an action learning plan for next steps</li> </ul>
3	Length of Course (hours/days)	1.5 Days
4	Minimum/Maximum Number of Participants	10-15
5	Price for Additional Students Above Minimum	N/A
6	Support Materials Provided	Individual Participant Handout/Workbook

1 Course Title	Mentoring Matters! Leveraging your Mentoring Relationships
2 Course Description and Objectives	<p>Many organizations encourage either informal or formal mentoring relationships. This workshop is designed to help individuals create effective mentor/protégé relationships.</p> <p>In this highly interactive workshop, participants will:</p> <ul style="list-style-type: none"> <li>• Understand what a mentoring relationship is and what it is not</li> <li>• Be clear about the difference between mentoring and supervising and mentoring and coaching</li> <li>• Learn the six fundamental mentoring skills</li> <li>• Become aware of mentoring best practices</li> <li>• Learn how to be a successful mentor and/or protégé</li> </ul>
3 Length of Course (hours/days)	Half Day (3.5 – 4 Hours)
4 Minimum/Maximum Number of Participants	10-30
5 Price for Additional Students Above Minimum	N/A
6 Support Materials Provided	Individual participant mentoring workbook

<b>1 Course Title</b>	<b>Emotional Intelligence Matters!</b>
<p>2 Course Description and Objectives</p>	<p>In recent years there has been much evidence and research to support the view that emotional intelligence can be more important than IQ. As work becomes more collaborative in nature, individual success is almost always dependent on one’s ability to communicate and influence rather than on a particular technical skill.</p> <p>At the end of this workshop participants will:</p> <ul style="list-style-type: none"> <li>• Recognize how emotional intelligence impacts workplace interactions</li> <li>• Increase self-awareness, self-management and develop a clear understanding of interpersonal dynamics</li> <li>• Learn strategies to manage counterproductive tendencies</li> <li>• Identify and apply key emotional skills to a broad variety of workplace situations—regardless of emotional stress</li> <li>• Improve sensitivity to organizational and social cues</li> <li>• Avoid behaviors that will derail success in the workplace</li> <li>• Practice effective engagement skills for organizational success</li> </ul>
<p>3 Length of Course (hours/days)</p>	<p>Full Day (7 Hours)</p>
<p>4 Minimum/Maximum Number of Participants</p>	<p>10 – 25</p>
<p>5 Price for Additional Students Above Minimum</p>	<p>N/A</p>
<p>6 Support Materials Provided</p>	<p>Individual Participant handout &amp; Emotional Intelligence Assessment</p>

1	Course Title	Power Matters!
2	Course Description and Objectives	<p>Understanding organizational hierarchy and the effects of power is essential to effective leadership. This half-day workshop has at its core a very powerful simulation. In this simulation that is designed to give rising leaders a very real experience of how power and hierarchy is created in a system.</p> <p>The workshop enables participants to:</p> <ul style="list-style-type: none"> <li>• Understand how systems work to generate different levels of power hierarchies</li> <li>• Understand how hierarchies drive individual and group behaviors</li> <li>• Appreciate their own and others relationship to power</li> <li>• Appreciate that ones place in a system directly impacts relationships and behaviors</li> <li>• Appreciate that power changes ones ability to deal with both change and conflict</li> </ul>
3	Length of Course (hours/days)	Half Day (3.5 – 4 Hours)
4	Minimum/Maximum Number of Participants	20–40
5	Price for Additional Students Above Minimum	N/A
6	Support Materials Provided	Individual Participant Handout/Workbook

<b>1</b>	<b>Course Title</b>	<b>Gossip Matters! Creating Positive Workplace Communication (Full Day)</b>
2	Course Description and Objectives	<p>The presence of workplace gossip can threaten organizational culture and effectiveness. Workplace gossip can create a negative workplace climate, and when left unchecked, the loss of good employees who do not want to work in a toxic environment. Negative workplace gossip also diminishes organizational trust and productivity as relationships—the heart and soul of a collaborative workplace—begin to sour. This workshop helps organizational actors be more conscious and choice-ful regarding their workplace communications and relationships.</p> <p>Workshop objectives include:</p> <ul style="list-style-type: none"> <li>• The difference between idle chit chat and damaging office gossip</li> <li>• The underlying reasons why office gossip exists in their environment</li> <li>• The concept of Intent versus Impact</li> <li>• Understanding the impact of “stories” on individuals, teams, and organizations</li> <li>• Practice behaviors to break the gossip cycle</li> <li>• Adopt generative communication styles to improve organizational trust and emotional intelligence</li> </ul>
3	Length of Course (hours/days)	Full Day
4	Minimum/Maximum Number of Participants	10–30
5	Price for Additional Students Above Minimum	N/A
6	Support Materials Provided	Individual Participant Handout/Workbook

<b>1</b>	<b>Course Title</b>	<b>Gossip Matters! Creating Positive Workplace Communication (Half Day)</b>
2	Course Description and Objectives	<p>The presence of workplace gossip can threaten organizational culture and effectiveness. Workplace gossip can create a negative workplace climate, and when left unchecked, the loss of good employees who do not want to work in a toxic environment. Negative workplace gossip also diminishes organizational trust and productivity as relationships—the heart and soul of a collaborative workplace—begin to sour. This workshop helps organizational actors be more conscious and choice-ful regarding their workplace communications and relationships.</p> <p>Workshop objectives include:</p> <ul style="list-style-type: none"> <li>• The difference between idle chit chat and damaging office gossip</li> <li>• The underlying reasons why office gossip exists in their environment</li> <li>• The concept of Intent versus Impact</li> <li>• Understanding the impact of “stories” on individuals, teams, and organizations</li> <li>• Practice behaviors to break the gossip cycle</li> <li>• Adopt generative communication styles to improve organizational trust and emotional intelligence</li> </ul>
3	Length of Course (hours/days)	Half Day (3.5 to 4 hours)
4	Minimum/Maximum Number of Participants	10–20
5	Price for Additional Students Above Minimum	N/A
6	Support Materials Provided	Individual Participant Handout/Workbook

1	<b>Course Title</b>	<b>Personality Matters! Enhance Personal and Professional Effectiveness</b>
2	Course Description and Objectives	<p><b>Personality Matters:</b> In every organization, communication style and personality preferences have an enormous impact on team and workplace interactions. Using the Myers-Briggs Type Indicator (MBTI®) in Careerstone’s <b>Personality Matters</b> workshop, participants will gain heightened awareness of their own distinctive personality type, communication style and preferred ways of working with others. Working successfully with others requires developing self-awareness and an understanding of how we, as individuals, impact others—both positively and negatively. Personality preferences and differences play a significant role in our interactions with coworkers, team members, supervisors, and staff members. <b>Personality Matters</b> is a highly interactive and eye-opening workshop that helps participants understand their own personalities, personal strengths and potential areas for improvement.</p> <p>Participants will learn to:</p> <ul style="list-style-type: none"> <li>• Develop flexibility during workplace interactions.</li> <li>• Raise awareness around preferred work style and behaviors—of self and others.</li> <li>• Increase understanding about how they communicate, receive information and make decisions.</li> <li>• Develop insight into their own style and the style of others.</li> <li>• Understand how personality type impacts conflict.</li> <li>• Understand how personality type impacts leadership and teamwork.</li> </ul>
3	Length of Course (hours/days)	Full Day
4	Minimum/Maximum Number of Participants	10–20
5	Price for Additional Students Above Minimum	N/A
6	Support Materials Provided	Individual Participant Handout/Workbook

1	Course Title	<b>Managing Up Matters! Increase Cooperation and Collaboration</b>
2	Course Description and Objectives	<p><b>Managing Up:</b> Working successfully with one’s supervisor is critical to workplace success and satisfaction. This workshop helps participants develop highly effective working relationships with their supervisors and peers. Organizational and career success requires strong and respectful hierarchical relationships. On average, most people, whatever their title or position, spend more time and energy reporting to people <i>above</i> them than having people report <i>to</i> them. Careerstone’s <b>Managing Up</b> workshop teaches participants how to increase cooperation and collaboration between those who have different power levels and perspectives. <b>Managing Up</b> helps participants consciously develop highly effective relationships with their supervisors, and learn to obtain the best possible results for themselves, their boss, their peers and their organization.</p> <p>Participants will learn to:</p> <ul style="list-style-type: none"> <li>• Understand what managers REALLY want from their staff</li> <li>• Understand and manage the personality differences that impact manager/staff relationships</li> <li>• Increase organizational trust with their supervisors and peers</li> <li>• Develop effective strategies for working with their supervisors</li> <li>• Manage their own professional success</li> </ul>
3	Length of Course (hours/days)	Full Day
4	Minimum/Maximum Number of Participants	10–20
5	Price for Additional Students Above Minimum	N/A
6	Support Materials Provided	Individual Participant Handout/Workbook

1	Course Title	Success Derailers/Success Accelerators: Keep Your Career on Track!
2	Course Description and Objectives	<p><b>Success Derailers:</b> Starting off your career can be frightening and confusing. Careerstone’s Success Derailers workshop helps to demystify the world of work for young talent. This course covers basic work life skills and sensibilities as well as organization specific topics and culture. The Success Derailers workshop is perfect as a capstone for employee orientation and onboarding as it focuses on raising awareness of effective professional behavior and skills. Participants will learn how to avoid common professional derailers and to start their careers off on the right foot.</p> <p>Specific topics include:</p> <ul style="list-style-type: none"> <li>• Personality Derailers</li> <li>• Generational Derailers</li> <li>• Communication Derailers</li> <li>• Etiquette Derailers</li> <li>• Workplace image and attire</li> <li>• Organizational Savvy</li> </ul>
3	Length of Course (hours/days)	Full Day (6 Hours)
4	Minimum/Maximum Number of Participants	10–20
5	Price for Additional Students Above Minimum	N/A
6	Support Materials Provided	Individual Participant Handout/Workbook

1	<b>Course Title</b>	<b>Coaching Skills For Managers: Develop Your Talent! (Half Day)</b>
2	Course Description and Objectives	<p><b>Coaching for Managers:</b> Leaders and managers don't just manage numbers—they manage people. Leaders who embrace a facilitative, coaching approach to supervision are much more likely to develop and maintain a motivated workforce consisting of individuals who are engaged, energetic and productive.</p> <p><b>Coaching Skills for Managers</b> is an engaging, interactive workshop that teaches participants the key techniques and skills that will enable them to inspire, energize and motivate their staffs. And, deal with performance management issues in a more effective and productive way.</p> <p>Participants will learn to:</p> <ul style="list-style-type: none"> <li>• Practice effective coaching techniques.</li> <li>• Conduct direct, truthful and productive conversations about employee performance.</li> <li>• Create employee commitment and accountability.</li> <li>• Discover what is important to your employees.</li> <li>• Turn conflict into cooperation.</li> </ul>
3	Length of Course (hours/days)	Half Day
4	Minimum/Maximum Number of Participants	10–20
5	Price for Additional Students Above Minimum	N/A
6	Support Materials Provided	Individual Participant Handout/Workbook

1	Course Title	<b>Coaching Skills For Managers: Develop Your Talent!</b> (Full Day)
2	Course Description and Objectives	<p><b>Coaching for Managers:</b> Leaders and managers don't just manage numbers—they manage people. Leaders who embrace a facilitative, coaching approach to supervision are much more likely to develop and maintain a motivated workforce consisting of individuals who are engaged, energetic and productive.</p> <p><b>Coaching Skills for Managers</b> is an engaging, interactive workshop that teaches participants the key techniques and skills that will enable them to inspire, energize and motivate their staffs. And, deal with performance management issues in a more effective and productive way.</p> <p>Participants will learn to:</p> <ul style="list-style-type: none"> <li>• Practice effective coaching techniques</li> <li>• Conduct direct, truthful and productive conversations about employee performance</li> <li>• Influence employees effectively</li> <li>• Create employee commitment and accountability</li> <li>• Discover what is important to your employees</li> <li>• Turn conflict into cooperation</li> </ul>
3	Length of Course (hours/days)	Full Day
4	Minimum/Maximum Number of Participants	10–20
5	Price for Additional Students Above Minimum	N/A
6	Support Materials Provided	Individual Participant Handout/Workbook

1	Course Title	<b>Facilitation Matters: Facilitation Fundamentals: Lead Meetings that Matter</b>
2	Course Description and Objectives	<p><b>Facilitation Matters/Facilitation Fundamentals:</b> In today’s team-driven business environment, skilled facilitation is crucial to the delivery of outstanding group results and organizational success. Harnessing the energy of groups requires attention to the dynamics of people working together and the effective use of proven tools and techniques. Tired of wasting your time in meetings that don’t produce results? This workshop will help you increase the effectiveness of your meetings through learning the basic techniques of skilled facilitation. Participants will integrate theory and practice as they learn and practice effective facilitation skills in an experiential learning environment. <b>Facilitation Fundamentals</b> will empower participants with the core facilitator competencies developed and endorsed by the International Association of Facilitators.</p> <p>Participants will learn to:</p> <ul style="list-style-type: none"> <li>• Utilize essential facilitation tools and techniques.</li> <li>• Create appropriate meeting designs that achieve results.</li> <li>• Foster open participation and engagement.</li> <li>• Create a climate of trust and safety.</li> <li>• Manage group conflict and disruptive behavior.</li> <li>• Keep meetings focused and on track.</li> <li>• Generate clear and actionable group decisions and solutions.</li> </ul>
3	Length of Course (hours/days)	Full Day
4	Minimum/Maximum Number of Participants	10–20
5	Price for Additional Students Above Minimum	N/A
6	Support Materials Provided	Individual Participant Handout/Workbook

1	Course Title	Communication/Presentation Matters: Increase Your Personal Effectiveness
2	Course Description and Objectives	<p>Being successful in the workplace requires ensuring that one generates positive personal impact. There are specific behaviors, skills, attitudes that that can help accelerate career success and ensure positive organizational impact. Success Acceleration requires strong communication skills, effective team skills, and personal management skills. Careerstone’s interactive, engaging and fun <b>Communication/Presentations Matter</b> workshop provides the essential skills and sensibilities that every body who works in an organizational system needs to master in order to become an excellent and effective contributor. This workshop will help you develop robust working relationships, communicate effectively and align your skills and talents to the realities of the workplace.</p> <p>Participants will learn to:</p> <ul style="list-style-type: none"> <li>• Develop and incorporate generative communication tools and strategies</li> <li>• Differentiate between intent and impact</li> <li>• Enhance listening skills</li> <li>• Appreciate the importance of organizational culture</li> <li>• Improve interpersonal communication tools</li> <li>• Use body language to increase effectiveness</li> <li>• Explore and appreciate different perspectives</li> <li>• Learn the basics of “managing up”</li> <li>• Practice effective engagement skills for organizational success.</li> </ul>
3	Length of Course (hours/days)	Full Day
4	Minimum/Maximum Number of Participants	10–20
5	Price for Additional Students Above Minimum	N/A
6	Support Materials Provided	Individual Participant Handout/Workbook

1	Course Title	Team Launch Matters: Creating Effective Teams
2	Course Description and Objectives	<p>Teamwork is essential for success in today’s organizations. How teams are launched often foreshadows their level of effectiveness. This workshop teaches participants how to create a shared understanding of effective teamwork and teaming structures. It demonstrates and provides best practice advice effective teaming principles, teaming behaviors and teaming best practices.</p> <p>Participants will learn to:</p> <ul style="list-style-type: none"> <li>• Establish team norms and expectations</li> <li>• Develop a vision of success</li> <li>• Performance management and feedback</li> <li>• Team roles and responsibilities</li> <li>• Getting to concrete results</li> </ul>
3	Length of Course (hours/days)	Half Day
4	Minimum/Maximum Number of Participants	10–20
5	Price for Additional Students Above Minimum	N/A
6	Support Materials Provided	Individual Participant Handout/Workbook