



THE MILLENNIUM GROUP

THE MILLENNIUM GROUP INTERNATIONAL

BUSINESS CERTIFICATIONS

- GSA MOBIS GS-10F-0412P
- SMALL DISADVANTAGED BUSINESS
- 8(a) CERTIFICATION PENDING
- PARTNERSHIP WITH SERVICE DISABLED VETERAN
- SWAM CERTIFIED - VIRGINIA
- CERTIFIED LDDB BY WASHINGTON AIRPORTS
- MBE VIRGINIA MINORITY SUPPLIER DEVELOPMENT COUNCIL

SIN 874-1 Consulting Services

NAICS Codes > 54161 - Management Consulting Services (Primary)

541611, 541612, 541613, 541614, 541618

> 61143 - Professional and Management Development Training

> 611513 - Apprenticeship Training

> 923110 - Administration of Education Programs

The Millennium Group International, LLC (**TMG**) provides clients with solutions to build organizational capacity by developing human capital.

TMG Services Summary

Training and Development (page 4)

- Leadership & Management Development
- Communications
- Compliance
- Emotional Intelligence
- Productivity

Coaching (page 6)

- Executive Coaching
- Facilitation & Mediation
- Leadership Team Development
- Mentoring
- Succession & Retention Management

Consulting (page 8)

- Strategic Alignment
- Organizational Development & Change Management
- Team Building
- Human Resources Consulting
- Measurements and Benchmarking

Learning Management (page 10)

- Curriculum Development & Delivery
- Administrative Management
- LMS Technology
- Reporting & Measurements
- Knowledge Management



Contact THE MILLENNIUM GROUP INTERNATIONAL

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Contracting with TMG

MOBIS Advantage GS-10F-0412P

Government purchase cards are accepted
 Maximum Order: \$1,000,000
 Minimum Order: \$300

| <u>GSA Rates</u> | <u>7/8/08-7/7/09</u> |
|-----------------------------------|---------------------------------|
| <u>Labor Category</u> | <u>Year 5 Hourly Labor Rate</u> |
| Exec. Level/Program Manager | \$384.51 |
| Sr. Level/Program Mgr/Task Leader | \$357.04 |
| Senior Consultant | \$343.32 |
| Management Consultant | \$274.65 |
| Administrative Assistant | \$79.10 |

About THE MILLENNIUM GROUP INTERNATIONAL

For over 10 years, TMG has partnered with clients to build organizational capacity through executive coaching, management consulting, training and development programs, and learning management services. We have gained a reputation for providing top quality services at very competitive rates in virtually every aspect of human capital development. Comprised of a talented cadre of seventy top consultants, TMG has been instrumental in improving hundreds of government, corporations, and not-for-profit organizations by helping to develop their most important asset, their people. With experience in both Human Resources and Organizational Development, we provide a consistent mix of effective and successful programs in strategy development, training, executive/leadership growth, succession management, customized organizational effectiveness solutions, and human resources consulting.

DUNS: 128132094
 Cage Code: 3NBY9
 Duly licensed and insured

Federal Government Clients

- Department of Commerce
 - Leadership Skills Training for Administrative Professionals
- Library of Congress; Congressional Research Services
 - Mentoring Program
 - Employee Orientation Program
 - Focus Group Facilitation
- NIH/National Institute for Allergies & Infectious Diseases
 - Leadership Retreat Facilitation
 - Employee Orientation Program
 - Mentoring Program
 - Executive Coaching
- US Census Bureau
 - Distance Learning Program
 - High Performance Team Training
 - Communications Training
 - Customer Service Training
 - Performance Management Training
 - Listening Skills Training



Coaching · Consulting · Training · Learning Management



Customer Information

- 1a. SINs Offered: 874-1 Consulting Services
- 1b. Identification of the Lowest Priced Model: N/A
- 1c. Description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided: (See pages 12-13)
2. Maximum Order: \$1,000,000
3. Minimum Order: \$300
4. Geographic Coverage (delivery area): Domestic only
5. Point(s) of Production: Same as Company address
6. Discounts: Government net prices (discounts already deducted)
7. Quantity Discounts: N/A
8. Prompt Payment Terms: N/A (Net 30 days)
- 9a. Notification that Government purchase cards are accepted or not accepted above the micro purchase threshold: will accept
10. Foreign items: None
- 11a. Time of Delivery: As specified on each Task Order/Service Agreement.
- 11b. Expedited Delivery: N/A.
- 11c. Overnight and 2-day delivery: N/A
- 11d. Urgent Requirements: Contact Contractor.
12. F.O. B points: 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 home page (fss.gsa.gov/schedules)
14. Payment Address: Same as Company address.
15. Warranty Provisions: 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): Contract 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 Parts: 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. Preventative Maintenance: N/A
- 24a. Special attributes such as environmental attributes (e.g., recycled content energy efficiency and/or reduced pollutants): N/A
- 24b. If applicable, indicate that Section 5-8 compliance information is available on EIT supplies and services: N/A
25. Data Universal Numbering System (DUNS) number: 128132094
26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered.



Training & Development

from

THE MILLENNIUM GROUP INTERNATIONAL, LLC

The Millennium Group International, LLC (**TMG**) provides clients with **Training & Development** solutions to build organizational capacity by developing human capital.

Advantages of **TMG** Training

- ✓ **Wide variety of subject matter**
- ✓ **Top Trainers**
- ✓ **Customized for high impact**
- ✓ **Interactive and engaging**
- ✓ **Partnering approach: collaborative and responsive**

TMG delivers a variety of training programs from half-day workshops to blended learning experiences utilizing top subject matter experts. All programs can be customized to reflect the client's unique work culture and business. For instance, we can include specific industry case studies or add client organization's specific forms and processes into the training. Our objective for every engagement is to maximize the application of learning to the job, which leads to increased productivity and performance effectiveness.

TMG Training and Development Workshop Offerings

Leadership & Management Development

Leadership teams need tools to grow the bottom line. We deliver foundational leadership training, providing the management team with the keys to become more effective leaders. TMG's follow up programs utilize skill-building workshops to provide reinforcement of the foundational tools, which takes management and leadership skills to the next level.

Building Productive Teams
 Coaching and Counseling
 Coaching for Results
 Coaching the Coach
 Delegating and Motivating
 Facilitating for Results
 Hiring the Best: Behavioral Interviewing
 Leading & Managing in the New Millennium
 Leading in a Technical Environment
 Leading Productive Teams

Management Skills for Admin. Assistants
 Managing People and Projects
 Managing Up
 Mentoring Tomorrow's Leaders
 Motivational Leadership
 Situational Leadership
 Strategic Thinking
 Supervisor Training
 Telecommuting: Managing Virtual Employees
 Win/Win Negotiating

Communications

There is always an opportunity to improve communications across the organization. Empower employees with understanding the most effective tools to use depending on the situation.

Building Business and Client Relationships
 Communicating Your Case
 Communication and Perception
 Consulting Skills
 Customer Relationships
 Customer Service and Satisfaction

Effective Communications for Managers
 Elevator Speech Workshops
 First Impressions
 Marketing and Branding
 Multi-Generational Communications
 Powerful Presentation Skills

Compliance

Compliance training not only helps employees gain appreciation for legal and ethical boundaries, there are real benefits to productivity and communications. A respectful workplace is the best situation for any organization.

Diversity as a Business Imperative
EEO Training for Employees
Legal Hiring and Interviewing
Managers and the Law
Multi-Generational Diversity

Preventing Sexual Harassment
Respect in the Workplace
Understanding Family Responsibilities
Discrimination

Emotional Intelligence

Build, sustain and maximize working relationships in the work place. Improve organizational maturity by addressing key behavioral competencies.

Achieving Work-Life Balance
Assertiveness Training
Building Enduring Relationships
Dealing with Difficult People
Difficult Conversations
Emotional Competence Inventory
Giving and Receiving Feedback
Handling Difficult Situations and People

Improving Interpersonal Relations
Influencing Skills
Listening Skills
Political Savvy
Resolving Conflict
Stress Management
Understanding Yourself and Others
Understanding Culture and Change

Productivity

Getting more done with less. Show your organization the way.

Achieving Your Professional Best
Business Writing
Change Management
Coaching and Counseling
Compensation Management Training
Creative Problem Solving
Get More Energy
HR Development Series

Making Meetings Work
Managing Change
Motivational Leadership
Performance Management Training
Project Management
Setting and Reaching Goals
Systems Thinking
Time Management Strategies

Notable **TMG** Training Clients

Government

Department of Commerce
Library of Congress
National Institutes of Health
US Census Bureau
Wash. Area Metro Transit Authority

Commercial

Booz Allen Hamilton
General Dynamics
ManTech
Marriott International
MITRE Corporation

Non-Profit

American Chemical Society
American Psychological Association
American Public Health Association
Military Officers Assoc. of America
The Nature Conservatory

Other **TMG** Services

Consulting

- Strategic Alignment
- Organizational Development & Change Management
- Team Building
- Human Resources Consulting
- Measurements and Benchmarking

Coaching

- Executive Coaching
- Facilitation & Mediation
- Leadership Team Development
- Mentoring
- Succession & Retention Management

Learning Management

- Curriculum Development & Delivery
- Administrative Management
- LMS Technology
- Reporting & Measurements
- Knowledge Management



Executive Coaching

from

THE MILLENNIUM GROUP INTERNATIONAL, LLC

The Millennium Group International, LLC (**TMG**) provides clients with **Coaching** solutions to build organizational capacity by developing human capital.

Advantages of **TMG** Coaching

- ✓ **Sizeable cadre of certified coaches**
- ✓ **TMG Coach Match selection process providing the right choice for clients**
- ✓ **Experienced with getting results**
- ✓ **Partnering approach: collaborative and responsive**

Executive Coaching is about bringing out the best in people. It has taken on new forms and meanings as we conduct business in the 21st Century. TMG's Executive Coaching process assists organizations, executives, managers, teams, and individuals to learn, grow, and change.

For decades, athletes, public speakers, and performing artists have turned to coaches to help them perform better. TMG's coaches facilitate movement to the next level of performance by creating a learning process designed to help individuals understand what is needed to reach their personal best.

TMG's coaching programs can take different roles; i.e., coaching for business model or culture change; coaching for skill development, coaching for performance improvement, coaching for development, and coaching for a specific agenda (individual or organizational).

TMG Coaching Offerings

Executive Coaching

Executive Coaching is generally implemented in four phases in 6-12 monthly meetings over a three to six month timeframe. TMG's coaches provide in-person coaching services by meeting face-to-face with the executive and distance coaching electronically or by telephone between face-to-face meetings. The coach also plans strategies to support the executive, designs experiments, and documents process and progress. We offer the following executive coaching packages:

Master Executive Coaching
Standard Executive Coaching
Shadow Coaching

High Impact Coaching
Executive Presence Coaching
Onboard/Assimilation Coaching

Leadership Team Development

TMG Executive Coaches facilitate and coach leadership teams to focus strategically, develop and implement strategy, solve real-time business issues, and improve team effectiveness and interactive processes. Leadership team development enables leaders and team members to:

- Re-think the way they approach problems
- Adopt new ways of communicating, making decisions, and getting results
- Increase their capacity to learn and collaborate with their team members

Facilitation & Mediation

TMG Facilitation provides all the tasks needed to run a productive and impartial meeting. Our coaches and facilitators serve the needs of any team meeting with a common purpose. From board meetings to offsite retreats, TMG facilitators help keep the meeting focused on what is most important, whether it is decision making, problem solving, or simply exchanging ideas and information.

Mentoring

Mentoring is a fundamental method for exchanging knowledge in today's rapidly changing business environment. Programs range from formally structured programs to a more casual approach. Mentoring can take form as an intense one-on-one developmental process or as with a mentee with multiple mentors who serve as "experts" in different areas of development. TMG provides services in the following areas:

Mentor Process Consultation
Mentor Process Design
Mentor Training

Mentee Training
Mentor Process Implementation
Tacit Knowledge Capture

Succession and Retention Management

TMG designs and implements succession management/leadership development processes to build management depth, develop leadership behaviors, and retain high performers in order to ensure future organizational effectiveness.

Notable **TMG** Coaching Clients

Government

DC Water and Sewer Authority
Library of Congress
National Institutes of Health
Wash. Area Metro Transit Authority

Commercial

Booz Allen Hamilton
comScore Networks
Marriott International
MD & VA Milk Producers Coop.
SRA International
Vangent

Non-Profit

American Chemical Society
American Petroleum Institute
American Psychological Association
American Public Health Association
Association of Trial Lawyers
US Conference of Catholic Bishops

Other **TMG** Services

Consulting

- Strategic Alignment
- Organizational Development & Change Management
- Team Building
- Human Resources Consulting
- Measurements and Benchmarking

Training & Development

- Leadership & Management Development
- Communications
- Compliance
- Emotional Intelligence
- Productivity

Learning Management

- Curriculum Development & Delivery
- Administrative Management
- LMS Technology
- Reporting & Measurements
- Knowledge Management



Management Consulting

from

THE MILLENNIUM GROUP INTERNATIONAL, LLC

The Millennium Group International, LLC (**TMG**) provides clients with **Consulting** solutions to build organizational capacity by developing human capital.

Advantages of **TMG** Consulting

- ✓ **Sizeable cadre of authoritative expert consultants**
- ✓ **Wide range of subject matter expertise**
- ✓ **Experienced with getting results**
- ✓ **Partnering approach: collaborative and responsive**

TMG partners with clients seeking consulting services to improve performance through analysis of existing business problems, development of improvement plans, and facilitation of implementation. TMG is a trusted, well-respected consulting partner noted for our exemplary credentials, objective advice and recommendations, and our consultant's specialized business experience and expertise. Consultants often stand in to provide continuity in transitional positions on a temporary basis.

TMG Consulting Services provide a blend of strategy development, change management assistance, operational improvement guidance, development of coaching skills, and technology implementation. TMG consultants are current in their field, which provides clients with industry benchmarks and the insight to apply best practices in unique organizations.

TMG Management Consulting Offerings

Strategic Alignment

- TMG Strategic Roadmaps - Process for identifying critical strategy components and the gaps between those components and current practice.
- TMG Strategy Implementations - Launch Planning and Execution, Leadership Team Facilitation, Talent Assessments, Incentives & Accountability Structures, Coaching, Gap Analysis
- TMG Balanced Scorecard Process - Integrated approach balancing the vision and mission of the organization with everyday operations. In other words, a strategic scorecard can help identify the few core functions that translate its vision into reality.
- TMG Strategic Workforce Planning - A process for identifying and addressing gaps between current workforce and future needs.

Organizational Development & Change Management

- TMG Organization Development is the process through which an organization develops the internal capacity to most efficiently and effectively conduct core mission work and to sustain itself over the long term.
- TMG Change Management is a structured approach to transitioning individuals, teams, and organizations from a current state to a desired future state.

Team Building

- Peer Coaching/Facilitated Learning Teams enables team members to re-think the way they approach problems, adopt new ways of leading, communicating, making decisions, and getting results, and increases capacity to learn and collaborate with their team members
- Action Learning – is a “learn by doing” approach to team learning and team facilitation to solve real business issues and to improve team effectiveness skills.
- Blended Learning Solutions – an integrated approach to learning across the organization, developing skills as needed with reinforcement of knowledge over time. Various learning programs group like-learners for maximum impact.

Human Resources Consulting

- Total Rewards and Compensation Studies – comprehensive total rewards and compensation services, analyses, design, and implementation consultation.
- Retention – comprehensive retention studies and recommendations for dramatically improving employee retention.
- Performance Management – design/customize performance management training as well as performance management systems.
- HR Audits – thorough review and analysis with recommendations for change to ensure the organization remains internally and externally compliant.
- Affirmative Action Plans – develop plans for organizations on an on-going basis.
- HR Guidelines/Policies – develop HR guidelines and policies for organizational implementation.
- Interim Placements – from Director level to Generalist. Ensure the continuity of services to the organization to promote a steadfast Human Resources function.

Measurements and Benchmarking

- Surveys
- Metrics and benchmarking
- Assessments

Notable **TMG** Consulting Clients

Government

Library of Congress
National Institutes of Health
Wash. Area Metro Transit Authority

Commercial

Booz Allen Hamilton
comScore Networks
Marriott International
SRA International
Vangent
Washington Gas

Non-Profit

American Chemical Society
American Petroleum Institute
American Psychological Association
Nat’l Council for Teachers of Math
The Nature Conservancy

Other **TMG** Services

Coaching

- Executive Coaching
- Facilitation & Mediation
- Leadership Team Development
- Mentoring
- Succession Management

Training & Development

- Leadership & Management Development
- Communications
- Compliance
- Emotional Intelligence
- Productivity

Learning Management

- Curriculum Delivery
- Administrative Management
- LMS Technology
- Reporting & Measurement
- Knowledge Management



Learning Management

from

THE MILLENNIUM GROUP INTERNATIONAL, LLC

The Millennium Group International, LLC (**TMG**) provides clients with **Learning Management** solutions to build organizational capacity by developing human capital throughout the entire organization.

Advantages of **TMG** Learning Management Programs

- ✓ **Comprehensive management of learning systems (with or without software)**
- ✓ **Administration of individual and group learning plans**
- ✓ **Tracking learning outcomes and individual certifications**
- ✓ **Creating, updating and delivering curriculum**
- ✓ **Managing and delivering knowledge when and where it is needed**

Learning is a process like any other critical function in an organization. In today's rapidly changing business environment, delivering knowledge just in time – when and where it is needed – is critical for sustaining competitive advantage. TMG provides clients with a complete learning program built on processes and procedures that facilitate optimal operations. Through workforce training and development, individuals within the organization receive exactly what they need to contribute most effectively to the organizations goals, and to increase operating capacity over time. Each employee, position, and department receives a learning plan that contains all six essential elements of Learning Management, and learning outcomes are tracked and reported to top management on a monthly basis.

TMG Learning Management encompasses the following areas:

Procedures

Procedures form the foundation of operations. When employees clearly understand what is expected, the organization runs predictably and with maximum operating efficiency. Procedures help create uniform customer experiences, which can have a direct impact on the bottom line. Employees who are well-trained in procedures are able to change and adapt more rapidly. TMG helps formulate procedures and trains department managers to write and update procedures properly. TMG provides train-the-trainer training within the organization and tracks individual training to ensure employees can be held strictly accountable to operating procedures.

Skills

Skill sets always vary depending on a variety of factors including type of organization, department operating requirements and geographic location. TMG can help identify essential or desired skills and develop training programs to enhance skill sets across the entire workforce. TMG typically establishes curriculum and provides train-the-trainer-training for skills programs. Proficiency is tracked for each employee and cross training is administered.

Cross Training

Cross training is one of the best methods for increasing operating capacity and providing a foundation for organizational growth and change. In establishing a cross training program, TMG works with individual department heads to create cross training plans for employees within the department and to facilitate cross training into his or her department. All training is documented for reporting purposes.

Compliance

TMG is comprised of a group of talented business consultants, many of whom have extensive compliance experience. Ensuring your organization is compliant with appropriate regulations is an administrative task that TMG manages effectively and efficiently. Tracking compliance training throughout the organization is a core function of the Learning Management service offering.

Developmental Training

Whether your organization offers developmental training to all employees or only key talent, managing the process so there is a return on the investment in developmental training can be a daunting task. TMG will establish programs that contribute to the bottom line and administer them properly. TMG has hundreds of developmental training curriculum titles that can be modified to meet organizational needs, and delivered in a workshop or blended learning environment. All developmental training programs can incorporate progressive or action learning activities, that have a direct impact on day-to-day operations. Learning outcomes are tracked by individual to ensure each person is receiving the skills necessary to advance in the organization.

Knowledge Management

Learning necessarily involves knowledge transfer. By effectively managing the learning process, essential knowledge is provided when and where it is needed. In addition to strict implicit knowledge transfer, as in the case of workforce training, a TMG Learning Management program will include tacit knowledge exchange components. Mentoring, coaching and team building activities facilitate the exchange of knowledge and create essential learning experiences in every organization. TMG is a recognized expert in these areas.

Notable **TMG** Learning Management Clients

- Synthetic Organic Chemical Manufacturers Association
- Washington Gas

Other **TMG** Services

Coaching

- Executive Coaching
- Facilitation & Mediation
- Leadership Team Development
- Mentoring
- Succession Management

Consulting

- Strategic Alignment
- Organizational Development & Change Management
- Team Building
- Human Resources Consulting
- Measurements and Benchmarking

Training & Development

- Leadership & Management Development
- Communications
- Compliance
- Emotional Intelligence
- Productivity

LABOR CATEGORY DESCRIPTIONS

EXECUTIVE LEVEL/PROGRAM MANAGER

The Millennium Group International's Job Title: Executive Level/Program Manager

Leads program management and strategy efforts in planning and organizing appropriate key resources to support and complete management, organizational and consultation services. Is the senior level manager for the coordination of consulting efforts with federal agency or private sector senior executive or senior management team.

Duties:

- Performs Strategic Planning
- Performs Workforce Planning/Program Staffing
- Manages Programs i.e. drives strategy implementation; provides client and consultant interface; selects, coordinates with, trains other adjunct or staff resources; serves as the director or leader, coach and mentor to all team members on contracting engagements; conducts program-level negotiations; performs planning/budgeting; determines and drives project integration and linkages; conducts program tracking/evaluation; devises program strategy or strategy adjustments to address change; reviews project evaluation and strategies modifications; manages consultants
- Provides subject matter expertise

Requirements:

Ph.D. and 10 years of applicable experience, or Masters Degree and 15 years of applicable experience or Bachelor's Degree with 20 years applicable experience

SENIOR LEVEL/PROGRAM MANAGER/TASK LEADER

The Millennium Group International's Job Title: Senior Level/Program Manager/Task Leader

Serves as a project leader and is recognized as accomplished in one of more of the project areas. Serves as the project manager and/or team lead for a team of consults, supporting a major organizational initiative or effort.

Duties:

- Manages overall project
- Scopes and designs new projects
- Selects, coordinates with, trains other adjunct or staff resources.
- Designs, organizes, leads and conducts benchmarking/project research efforts
- Develops strategy/planning for current projects
- Devises project strategy or strategy adjustments to address change
- Tracks project(s)
- Strategies with, interacts with, meets with, interviews, facilitates focus groups, makes presentations to organizational leadership
- Develops project/training/focus group/intervention/developmental/web-based designs
- Develops project assessment processes
- Develops communication plans
- Manages to deliverables
- Documents processes
- Delivers Executive/Leadership Development and Coaching

Requirements:

Masters Degree and 10 years of applicable experience, or Bachelor's Degree and 15 years of applicable experience

SENIOR CONSULTANT

The Millennium Group International's Job Title: Senior Consultant

Provides consulting services to organizational leadership and staff members on implementation initiatives. Supports efforts through design, development, implementation of organizational initiatives, training and development programs, organizational capacity building processes, identifying best practices, and creating and assessing performance measurements. May be under the supervision of the Project/team leader or may work independently.

Duties:

- Produces deliverables
- Interfaces with other organizational functions necessary to produce deliverables
- Meets and coordinates with staff, committees, advisory groups
- Designs, develops and presents executive leadership and staff training programs
- Implements organizational/project change
- Implements communication plans
- Delivers group facilitation, interviewing, training and provides additional forms of knowledge transfer.
- Coordinates with, trains other adjunct or staff resources
- Coaches presenters/trainers

Requirements:

Masters Degree and 5 years of relevant experience, or Bachelors Degree and 10 years of relevant experience.

MANAGEMENT CONSULTANT

The Millennium Group International's Job Title: Management Consultant

Provides consulting services to staff members on implementation initiatives. Supports efforts through design, development, implementation of organizational initiatives, training and development programs, organizational capacity building processes, identifying best practices, and creating and assessing performance measurements. May be under the supervision of the Project/team leader or may work independently.

Duties:

- Produces deliverables
- Interfaces with other organizational functions necessary to produce deliverables
- Meets and coordinates with staff, committees, advisory groups
- Designs, develops and presents staff training programs
- Implements organizational/project change
- Implements communication plans
- Delivers group facilitation, interviewing, training and provides additional forms of knowledge transfer.
- Coordinates with other adjunct or staff resources

Requirements:

Bachelor's Degree and 5 years of experience

ADMINISTRATIVE ASSISTANT

The Millennium Group International's Job Title: Administrative Assistant

Provides administrative project support.

Duties:

- Drafts communications vehicles from approved copy
- Designs graphics
- Lays-out vehicle design
- Coordinates approval process
- Produces communications vehicles
- Consults on branding and organizational "look"
- Consults on marketing process
- Provides other administrative support as assigned

Requirements:

- Four year degree preferred but not required
- Minimum of three years experience in a communications/marketing/administrative level position in business or government