



# THE MILLENNIUM GROUP

[www.tmgi.net](http://www.tmgi.net)

703-260-6716

8(a) Certified

## THE MILLENNIUM GROUP INTERNATIONAL

### BUSINESS SUMMARY

- **GSA MOBIS GS-10F-0412P**
  - ✓ SIN 874-1 INTEGRATED CONSULTING SERVICES
  - ✓ SIN 874-4 TRAINING SERVICES: INSTRUCTOR LED TRAINING, WEB BASED TRAINING AND EDUCATION COURSES, COURSE DEVELOPMENT AND TEST ADMINISTRATION, LEARNING MANAGEMENT, INTERNSHIPS.
  - ✓ CONTRACT PERIOD: 09 JULY 2004 THROUGH 08 JULY 2019
- **SBA 8(a) CERTIFIED**
- **SBA CERTIFIED SMALL DISADVANTAGED BUSINESS**

### NAICS Codes

- 541611 - General Management Consulting Services
- 541612 - Human Resources Consulting Services
- 541613 - Marketing Consulting Services
- 541614 - Process and Logistics Consulting Services
- 541618 - Other Management Consulting Services
- 541990 - All Other Professional Services
- 561110 - Office Administrative Services
- 611430 - Professional and Management Development Training

The Millennium Group International, LLC (TMG) is an SBA 8(a) Certified management consulting and professional services firm. TMG is based in the Washington, DC area and has served government clients since 1998. Clients benefit from using our most innovative methods of building organizational capacity. Our dedication and long-standing commitment to quality ensure you that long-term projects will be completed on time and to your full satisfaction. Because we work with you to create strategies and policies that stand the test of time, the future of your organization is secure.

## TMG Expertise

### Human Capital Consulting

- Organizational Development
- Needs Assessments
- Workforce Development
- Strategic Planning
- Succession & Retention Management
- Team Building

### Facilitation & Coaching

- Executive Coaching
- Facilitation & Mediation
- Leadership Team Development
- Mentoring
- Teambuilding
- Off-site Meetings

### Financial Management

- Cost Analysis and Cost Studies
- Independent Cost Estimation
- Earned Value Management
- Planning, Budgeting, Tracking

### Professional Development Training

- Leadership & Management
- Communications
- Compliance
- Diversity and Inclusion
- Emotional Intelligence
- Productivity

### Business & Management Process

- Business Process Improvement
- Economic Analysis
- Measurements and Benchmarking
- Business Case Analysis

### Performance Management

- Strategic Performance Reporting
- Strategy Deployment Effectiveness
- Place-based Performance Analysis
- Risk Strategy Effectiveness
- Workforce Analytics
- Process Level Performance

### Program Management

- Project Management
- Change Management

### Grants Management

- Technical Assistance
- Meeting Planning & Logistics
- Compliance Reviews
- Best Practices Reviews

## CONTACT TMG

- Millennium Group International, LLC
- 46169 Westlake Dr., Suite 24, Sterling, VA 20165
- Point of Contact: Jeffrey Rocha, CEO, phone (703) 260-6710, fax 703-763-2367, email: [jeffrocha@tmgi.net](mailto:jeffrocha@tmgi.net)
- DUNS: 128132094, Cage Code: 3NBY9
- Web site: [www.tmgi.net](http://www.tmgi.net)



GS-10F-0412P  
Contract Holder



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## TMG Federal Government Clients



## About

### THE MILLENNIUM GROUP INTERNATIONAL

Since 1998, TMG has partnered with clients to build organizational capacity through management consulting solutions. We have gained a reputation for providing top quality services at very competitive rates in virtually every aspect of professional services.

Based out of Sterling, VA, TMG is comprised of a talented cadre of seventy top consultants and has been instrumental in improving hundreds of government, corporations, and not-for-profit organizations by helping to develop their most important asset, their people.

The vast experience of our management and consulting teams is what sets us apart. TMG is led by CEO Jeff Rocha who has over 25 years of business leadership experience. Please call him for more information at 703-260-6710.

**Contact THE MILLENNIUM GROUP INTERNATIONAL**



Jeffrey Rocha CEO & Principal <a href="mailto:jeffrocha@tmgi.net">jeffrocha@tmgi.net</a>	46169 Westlake Drive, Suite 240 Sterling, VA 20165 Tel: 703-260-6710 Fax: 703-763-2367 <a href="http://www.tmgi.net">www.tmgi.net</a>
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**Contracting with TMG**



**Contract Holder**

MOBIS Advantage GS-10F-0412P

Government purchase cards are accepted  
 Maximum Order: \$1,000,000  
 Minimum Order: \$100

**Pricing**

TMG will accept LH and FFP Government Awarded Prices (Net Prices)

Labor category	TMG Rate per Hour
Exec. Level/Program Manager	\$325.00
Sr. Level/Program Mgr/Task Leader	\$280.00
Senior Consultant	\$220.00
Management Consultant	\$150.00
Administrative Assistant*	\$45.00

\*SCA Labor Category

**Training Class Delivery**

Length	Price
Half Day	\$1,680
Full Day	\$2,800

SCA MATRIX		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrative Assistant	01020-Administrative Assistant	05-2007

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

*Federal Government*

*Clients*

- **Army**
  - Army National Guard
  - Army CECOM
- **Commodity Futures Trading Commission**
- **Congressional Budget Office**
- **Department of Commerce**
  - Bureau of Economic Analysis
  - Census Bureau
  - Office of Secretary
  - Office of General Counsel
  - Office of CIO
- **Department of Health and Human Service**
  - CMS
  - FDA
  - NIH/Clinical Center
  - NIH/NIAID
  - SAMHSA
- **Department of Education**
  - Office of Management
  - OESE
- **Department of Energy**
- **Department of Homeland Security**
  - DND0
  - FEMA
  - USCIS
- **Department of Transportation**
  - FTA
  - FHWA
- **Department of the Interior**
- **Department of the Treasury**
  - Debt Management Service
  - TIGTA
  - Treasury Acquisition Institute
- **GSA**
  - Federal Acquisition Institute
- **Library of Congress**
  - CRS
- **Navy**
  - Military Sealift Command
- **NASA**
  - Goddard
  - Headquarters
  - Langley
- **USDA**
  - APHIS
- **USPS**



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Contract Period: 09 July 2004 through 08 July 2019

## Customer Information

- 1a. SINS Offered: 874-1, 874-1RC Integrated Consulting Services, SIN 874-4, 874-4RC Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships.
- 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: \$100
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](http://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 508 compliance information is available on EIT supplies and services: N/A
25. Data Universal Numbering System (DUNS) number: 128132094
26. Notification regarding registration in System for Award Management (SAM) database: Registered.



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## Representative Client List

Acterna	Department of Homeland Security	National Association of Wholesalers
The Adams National Bank	Department of Interior Destiny Health	National Council of Teachers of
Advanced Technology Systems	Development Alternatives, Inc.	Mathematics (NCTM)
American Association of Justice	Dewberry and Davis	The Nature Conservancy
American Chemical Society	Dimensions Healthcare System	NIH/Clinical Center
American College of Cardiology	E*TRADE Bank	NIH/National Institute for Allergies &
American Council on Education	Employment Enterprises Inc.	Infectious Diseases
American Diabetes Association	Elizabeth Glaser Pediatric Aids	Noblis
American Institute of Ultrasound in	Foundation	Northrup Grumman
Medicine	Family Health International	Ocean Pines Fire Department
American Israel Public Affairs Committee	Federal Acquisition Institute	Orange Business Systems
(AIPAC)	Federal Transit Administration	Orbital Sciences
American Management Systems	FEMA	Peake DeLancey
American Petroleum Institute	FIBRETEK	Personal Communications Industry
American Psychiatric Association	Food and Drug Administration	Association
American Psychological Association	Friendship Public Charter School	Porter Novelli
American Public Health Association	General Dynamics	Rolls Royce of North America
American Red Cross	Getronics	Savvis
American Society of Civil Engineers	Health Systems Research, Inc.	See Forever Foundation
American Systems	Heart Rhythm Society	SHRM/HRCI
The American University and WAMU	HHS University	SiloSmashers
Army CECOM	Hickok Cole Architects	Social Security Administration
Army National Guard	Host Hotels and Resorts	SRA International, Inc.
Association of Financial Professionals	InfoPro Incorporated	Synthetic Organic Chemical
Association for Supervision and	Johns Hopkins University Applied Physics	Manufacturers Association (SOCMA)
Curriculum Development	Laboratory	Thales Communications, Inc.
The British Embassy	JustinBradley	Trade Center Management Association
Ball Aerospace	L-3 Communications	Trammell Crow Company
Booz Allen Hamilton	Library of Congress; Congressional	Treasury Acquisition Institute
Bureau of Economic Analysis	Research Service	Treasury Inspector General for Tax
Bureau of the Fiscal Service	Leica Microsystems, Inc	Administration
Bureau of Reclamation	Lockheed Martin	Triple Canopy
Business Finance Group	Maggio & Kattar, PC	US Conference of Catholic Bishops
California Department of Public Health	ManTech International Corporation	USDA
CareFirst	Marriott International	USO
Carl Freeman Companies	McDonough Bolyard Peck	USPS Office of Inspector General
Centers for Medicare & Medicaid	MD & VA Milk Producers Cooperative	US Census Bureau
Services	Association, Inc	University of Maryland/Baltimore
Chemical Safety Board	Military Officers Association of America	Vangent, Inc.
The Chronicle of Higher Education	Military Sealift Command	VeriSign
CNSI	MITRE Corporation	Vibrant Solutions
comScore	Meridian Medical Technologies	VISA International
Congressional Budget Office	Monster	Virgin Galactic
Constellation Power	MPR Associates	Washington Metro Transit Authority
Convera	NCQA	Washington Gas
Corporation for Public Broadcasting	NCRIC, Inc.	Washington Speakers Bureau
Creative Technology Incorporated	NASA Goddard	WebMethods
DC Water and Sewer	NASA Headquarters	The Wilderness Society
Delta Sigma Theta	NASA Langley	Women in Technology
Department of Commerce	National Air Transportation Association	
Department of Education	National Association of Broadcasters	

# THE MILLENNIUM GROUP INTERNATIONAL, LLC

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## Organizational Transformation

The Millennium Group International, LLC (TMG) partners with clients seeking to improve performance through analysis of existing business problems, development of improvement plans, and facilitation of implementation. Since 1998, TMG is a trusted, well-respected management consulting partner noted for our exemplary credentials, objective advice and recommendations, and our consultant's specialized business experience and expertise.

TMG Consulting Services provide a blend of strategy development, change management assistance, financial analysis, 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.

### The TMG Advantage

- ✓ **Improve Bottom Line Results**
- ✓ **Course Correct and Get on the Path to Success**
- ✓ **Align People, Processes and Technology**
- ✓ **Stimulate Growth Through Innovation**
- ✓ **Boost Productivity, Engagement and Retention**
- ✓ **TMG is the ideal partner**

### Strategic Planning and Development

Translate the organization vision into reality. Strategic plans are developed through an integrated approach of balancing the vision and mission of the organization with everyday operations. Bring clarity and alignment through the creation of a strategic roadmap. Implement strategy with Leadership Team Facilitation, Talent Assessments, Incentives & Accountability Structures, Coaching, and Gap Analysis.

### Leadership Development

TMG designs and implements leadership development processes that reflect current organizational trends and best practices such as flat organizations, inclusive organizational cultures, and the creation of leadership and team cultures. Leaders learn to communicate, delegate, and follow through effectively. Leaders also learn to help the team deliver business results and develop group capacities and strengths.

### Business Process Transformation

The TMG team partners with clients to improve business processes through redesigning the way work is done to better support the organization's mission and reduce costs. This is accomplished through identifying customer needs and performance problems, reassessing strategic goals, defining reengineering opportunities, managing reengineering projects, and controlling risks while maximizing benefits.

### Business Model Analysis

Position the business for growth with a thorough analysis of competitive standing, value drivers, and organizational and financial capacity. Quantitatively review the impact of new ideas and develop a successful growth strategy. TMG will develop forecast that can drive restructuring or reorganizations, new product launches, new lines of business and mergers and acquisitions.

### IT Governance

Insure the stakeholders are achieving the most value from technology assets.

### Organizational Development

Articulating the vision, mission, goals, and values provides the foundation and the capability to decentralize, while allowing the organization to maintain adaptiveness and speed as the company diversifies and grows.

### Financial Realignment

The achieving the right cost structure provides the baseline for all business activities. TMG acts as an impartial 3<sup>rd</sup> party to find to efficiencies that will fund to most important priorities. Examine the full spectrum of cost cutting options and move quickly towards executing savings strategies

### Cost Benefit Analysis

By developing a complete understanding of the implications resulting from a major financial investment, senior leaders can move forward confidently with executing a plan and successfully reaching the intended results.

### Program Management

Manage the complexity of multiple projects to achieve business objectives and delivering results that satisfy stakeholders. TMG utilizes established frameworks in order to inform solid decisions over the course of a project or program. This process enables the anticipation of routine changes to business strategy and needs.

### Continuity

Consultants often stand in to provide continuity in transitional positions on a temporary basis.



# THE MILLENNIUM GROUP INTERNATIONAL, LLC

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## Human Resources Consulting

The Millennium Group International, LLC (TMG) provides clients with Human Resources Consulting services to strengthen HR support capacity, enabling the treatment of employees in an effective, legal, fair, and consistent manner. TMG consultants allow clients to accelerate completion existing initiatives, undertake new projects or quickly solve difficult, pressing issues.

### **Benefits**

- ✓ Create a more efficient and effective HR organization.
- ✓ Improve ability to anticipate and support organizational changes.

### **Total Rewards and Compensation**

Comprehensive total rewards and compensation services - analyses, design, and implementation consultation. Update your compensation plan now, in order to attract and retain employees, improve morale, and control labor costs.

### **HR Guidelines/Policies**

#### **Employee Handbooks**

Reference guides to employee resources, policies and procedures.

#### **HR Audits**

Thorough review and analysis with recommendations for change to ensure the organization remains internally and externally compliant.

#### **Managing Within the Law**

This program helps managers understand their responsibilities to maintain a work environment free of discriminatory conduct.

#### **Diversity and Respect in the Workplace**

Communicate your organization's policy to employees regarding effective and respectful communication, a harassment-free workplace, and the value of a diverse organization.

#### **Affirmative Action Plans**

Develop plans for organizations on an on-going basis.

### **Strategic Workforce Programs**

#### **Employee Opinion Surveys**

Gather data about organizational values, retention, employee engagement, etc. Follow up with implementation of recommendations for organizational climate improvement.

#### **Career Transition Services**

Provide guidance, expert assistance, and client coaching during career transition to enhance career transition skills.

#### **HR Strategic Leadership Development**

Leadership development series geared specifically to HR leaders, targeting consulting, teaming and strategic thinking skills.

#### **Onboarding Programs**

Structured program which expedites new-hire-to-productivity cycle time, accelerates the socialization process, improves new-hire retention rates and creates employee engagement.

#### **Retention**

Comprehensive retention studies and recommendations for dramatically improving employee retention.

#### **Performance Management**

Design and customize performance management training as well as performance management systems.

#### **Strategic Workforce Planning**

A process for identifying and addressing gaps between the current workforce and future needs.

### **Interventions**

#### **Organizational Development**

Develop internal capacity to most efficiently and effectively conduct core mission and to sustain organization over the long term.

#### **Change Management**

Transition individuals, teams, and organizations from a current state to a desired future state.

#### **Mediation**

Assisting individuals in client organizations with reconciling differences through a confidential, trust building process.

### **Interim Placements**

From Director level to Generalist, ensuring the continuity of services to the organization to promote a steadfast Human Resources function.

### **The TMG Advantage**

- ✓ Subject Matter Experts
- ✓ Customized Solutions For High Impact
- ✓ Experienced With Delivering Results





## Leadership Development

The Millennium Group International, LLC (TMG) provides clients with leadership development programs which bring out the best in leaders. Since 1998, TMG has partnered with a wide variety of commercial, non-profit and government organizations to enable leaders to accelerate performance in alignment with organizational goals with sustained measurable results. Leaders learn to communicate, delegate, and follow through effectively, to help the team deliver business results and develop group capacities and strengths.

### Benefits to Expect

- ✓ Better business results
- ✓ Greater employee engagement
- ✓ Improved employee performance
- ✓ Higher retention
- ✓ Greater accountability
- ✓ More effective teams
- ✓ Leaders that work effectively with diverse view points

### Succession Management

The overarching rationale for developing most succession management processes is a desire to build "bench strength", develop leadership behaviors, and retain high performers in order to ensure future organizational effectiveness. TMG designs and implements succession management/ leadership development processes that reflect current marketplace and organizational trends such as flat organizations, inclusive organizational cultures, and the creation of leadership and team cultures.

### Executive Coaching

TMG's coaches provide in-person coaching services by meeting face-to-face with the executive and distance coaching electronically between face-to-face meetings. The coach also plans strategies to support the executive, designs experiments, and documents process and progress. TMG utilizes a 4 phase process generally implemented over a three to six month timeframe. Coach "matching" is facilitated by TMG's so that the executive can interview and select a coach based on expertise in executive goal areas and learning/interaction style.

### Leadership Development Training

Foundational and skill-building leadership training helps managers at every level understand the role of an effective leader in your organization. Participants assess their own natural leadership style and identify areas for development and improvement. Leaders will learn how to make decisions to involve team members to a lesser or greater degree, depending on the circumstances of each situation. Learning focusing on the following competencies:

- Developing self
- Developing others
- Improving work processes
- Leading organizational change

### 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. Teams will adopt new ways of communicating, making decisions, and getting results, thus resulting in an increase in capacity to learn and collaborate with team members.

### Action Learning

Participants learn to question their own and each other's thinking rather than giving advice. As a result, participants develop better coaching skills, and refine the art of effective questioning and teamwork.

### Mentoring Programs

Mentoring is a development strategy through which seasoned individuals share knowledge, expertise, skills, values, perspectives, attitudes and know-how with others in a one-on-one or group setting. This process enables the learner to build skills and knowledge while attaining specific organizational and career development goals. It provides an opportunity for the experienced person to enhance skills and knowledge areas as a mentor.

### Program Support

360 assessments, offsites, leadership competencies development and much more!



### The TMG Advantage

- ✓ Wide variety of development programs
- ✓ Sizable cadre of Top Coaches, Instructors and Facilitators
- ✓ Customized for high impact
- ✓ Interactive and engaging
- ✓ Experienced with getting results
- ✓ Superior service through a partnering approach: collaborative and responsive



## Executive Coaching

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. The Millennium Group International, LLC's (TMG) Executive coaching process assists organizations, executives, managers, teams, and individuals 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 individual's understand what is needed to reach their personal best.

### The TMG Advantage

- ✓ Sizeable cadre of experienced certified coaches
- ✓ TMG Coach Match selection process providing the right choice for clients
- ✓ Experienced with getting results
- ✓ Superior service through a partnering approach: collaborative and responsive

### The Benefits

- ✓ Set bigger and better goals
- ✓ Make better decisions
- ✓ Take more effective and focused actions
- ✓ Develop personal accountability
- ✓ Balance life with less stress



### TMG Executive Coaches

The TMG executive coaches are all certified by organizations recognized by the International Coaching Federation or have experience equal to certification. The typical profile of a TMG coach is:

- 15 years of business experience with high level leadership experience
- 10 years of executive coaching and organizational development experience as a consultant
- Focused on outcomes and results.

All of the TMG coaches have had their own executive career, which affords our coaches an excellent mix of academic and practical working knowledge. These characteristics enable faster results for the client. TMG coaches are typically coach mid to senior level career level executives and are experienced with C-level executive and board of directors facilitation assignments.

TMG carefully selects its consultants from referrals received from current consultants, clients and business colleagues. More than 50% of TMG's consultants have served TMG clients for over five years and several have been on the TMG consultant team since business inception in 1998.

### The TMG Process

The Millennium Group International LLC's Executive Coaching is generally implemented in four phases in 6-12 monthly meetings over a three to six month timeframe. Phases I and II initiate the process with Assessment (data gathering) and Strategy Setting (determining client goals, strategies, and techniques). Phase III, Implementation, works toward achieving stated objectives through behavior, strategy and focused change. Phase IV, Close-Out, Reporting and Evaluation assesses results in relation to goals and makes recommendations for next developmental steps.

TMG's coaches provide in-person coaching services by meeting face-to-face with the executive and distance coaching electronically between face-to-face meetings. The coach also plans strategies to support the executive, designs experiments, and documents process and progress.

Coach "matching" is facilitated by TMG's provision of several certified coach biographies from which the executive can interview and select based on expertise in executive goal areas and learning/interaction style.



## Professional Development Training

The Millennium Group International, LLC (TMG) provides clients with Professional Development solutions to build organizational capacity. 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.

### The TMG Advantage

- ✓ Wide variety of development programs
- ✓ Sizable cadre of Top Instructors and Facilitators
- ✓ Customized for high impact
- ✓ Interactive and engaging
- ✓ Experienced with getting results
- ✓ Superior service through a partnering approach: collaborative and responsive

### Methodologies

The workshops TMG provides utilize a variety of learning methodologies including:

- Self-assessments to help participants understand themselves and others in a specific environment.
- Interactive class discussion for peer learning.
- Experiential exercise and case studies to assist in workplace application.
- Videos to assist in seeing the appropriate workplace behavior.

These learning tools and techniques enable participants to appreciate individual differences and to develop effective strategies for leading, managing and working with each other. At the end of every program, participants apply the learning through creating a personal development action plan

### Leadership & Management

Leadership teams need tools to grow the bottom line. Foundational leadership training is followed by skill-building workshops taking leadership skills to the next level.

- Understand the role of the effective leader in your organization
- Assess their own natural leadership style, and identify areas for development and improvement.
- Learn how to make decisions to involve team members to a lesser or greater degree, depending on the circumstances of each situation.
- Learn to communicate, delegate, and follow through effectively, to help the team deliver business results and develop group capacities and strengths.

### 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.

- Communicating Your Case
- Effective Communications for Managers
- Executive Presentation Skills
- Powerful Presentation Skills

### Emotional Intelligence

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

### 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.

- Ensuring a Respectful Workplace
- Equal Employment Opportunity Training for Employees
- Managers and the Law: The Basics of Managing Legally and Effectively
- Sexual and Discriminatory Harassment for Managers

### Productivity

Getting more done with less. Show your organization the way through building teamwork, improving project management and develop personal effectiveness skills.

### Many More Choices:

- Customer Service and Satisfaction
- Sales Training
- Diversity and more!

See the complete TMG Catalog at:  
[http://www.tmgi.net/training\\_services](http://www.tmgi.net/training_services)



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## Management Consulting

The Millennium Group International, LLC (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, financial management, 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.

### The TMG Advantage

- ✓ Sizeable cadre of authoritative expert consultants
- ✓ Wide range of subject matter expertise
- ✓ Experienced with getting results
- ✓ Superior service levels through a partnering approach: collaborative and responsive

### Grants Management and Technical Assistance

- Technical Assistance
- Meeting Planning, Logistics & Facilitation
- Compliance Reviews
- Best Practices Reviews
- Document Development
- Assessments



### Human Resources Consulting

- Total Rewards and Compensation Studies
- On-Boarding Programs
- Retention
- Performance Management
- HR Handbooks & Audits
- Affirmative Action Plans
- Interim Placements

### Strategy and Organizational Development

- TMG Strategic Roadmaps
- TMG Strategy Implementations
- TMG Balanced Scorecard Process
- TMG Strategic Workforce Planning

### Team Building

- Peer Coaching/Facilitated Learning Teams
- Action Learning
- Blended Learning Solutions

### Measurements and Benchmarking

- Surveys
- Metrics and benchmarking
- Assessments

### Technology Implementation

- Business Modeling and Analysis
- IT Governance
- Program and Project Management
- Systems Implementation

### Financial Management

- Cost Estimation and Analysis
- Budgeting and Analysis
- Economic Analysis
- Earned Value Management (EVM)
- Program/Project Management
- Capital Budgeting
- Schedule Management and Analysis
- Business Analysis

### The TMG Process

TMG customizes all service offerings to meet the needs of the client. TMG partners to:

1. Determine project goals
2. Produce and validate the project/process design
3. Generate a base from which to track/measure project viability
4. Plan for client involvement
5. Design powerful processes
6. Implement appropriate assessments, research, data gathering, surveys, best practices
7. Generate organizational, team, individual development/change plans
8. Provide traditional and non-traditional approaches to on-going support and reinforcement for organizational/behavioral change
9. Evaluate program effectiveness

**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

Minimum 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

Minimum 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

Minimum 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

Minimum 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

Minimum Requirements:

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