

Heard Management

Staff Development Workshops

Facilitator: Adrienne Heard, dba Heard Management, is a minority female sole proprietorship firm offering management consulting, training and coaching services to businesses since July of 1993. Adrienne Heard has over 30 years experience in management and administration. She has a BA in Personnel Management/Business Administration from Michigan State University and an MBA in Management and Finance from the University of Dayton.

DISC behavior assessment report

Staff Development workshops use the Target Training International Success Insights Collection individualized report. This highly validated instrument provides a comprehensive, personalized report with information unique to the respondent's behavior. The same assessment report is used throughout and does not have to be repurchased for multiple workshops. This report is also used for executive coaching.

Workshop Descriptions

Success DISCOVERY Process (Individual focus)

4 hours

\$1,375 facilitator's fee

\$15 per person for workbook (*DISCovering & Using Your Talents*)

\$90 per person DISC assessment required prior to workshop

At the end of the workshop, a participant will:

- Understand his/her own behavioral design
- Recognize his/her talents
- Recognize, understand and appreciate others' behavioral designs
- Know the benefits of applying a behavioral model

Dynamic Communication

2 hours

\$1,375 facilitator's fee

\$15 per person for workbook (*Dynamic Communication*)

\$90 per person DISC assessment required prior to workshop

At the end of the workshop, participants will:

- Know the benefits of applying a behavioral model
- Understand their own behavioral designs
- Recognize, understand and appreciate others' behavioral designs
- Adapt for enhanced communication, understanding and relationships
- "People Read" all four factors (tone of voice, words, body language, pace)

Team Building & Dynamic Communication Workshop

4 hours

\$2,000 facilitator's fee

\$15 per person for *Dynamic Communication* workbook & materials

\$90 per person DISC assessment required prior to workshop

What distinguishes my workshop from other providers is that each workshop contains information that is CUSTOMIZED to the team members participating in the workshop. At the end of the workshop, participants will:

- **Understand the “team” concept for achievement**
- Know the benefits of applying a behavioral model
- **Understand their own behavioral designs**
- Recognize, understand and appreciate others' behavioral designs
- Be able to adapt for enhanced communication, understanding and relationships with the other members of their team
- **Understand the different value each member brings to the team**

Pre-session Preparation:

- Meeting/discussion with company representative to establish parameters & define team mission
- Scheduling and distribution of on-line assessment instructions (\$90 per person); the assessments can be taken on-line anytime one-week prior to the workshop session

Workshop Session: 4 hours; held at Heard Management offices in Trotwood: "working lunch" provided by Heard Management if scheduled from 10am – 2 pm

Fees & Payment

- **\$90 per person** for assessments is due upon scheduling of workshop/issuing of contract (plus sales tax if applicable)
- **\$15 per person** for workshop materials is due on the day of the workshop.
- **\$2,000** fee for facilitator due on the day of the workshop