

Training Strategies, Inc.
Management Training Announcement

Dates & Times

October 5, 2017	8:30 a.m. – 5:00 p.m.
October 6, 2017	8:30 a.m. – 5:00 p.m.

Workshop Overview

“Performance Management: Building Leaders from Within”

The 21st century manager must be skilled in achieving objectives by maximizing the potential of the organization’s most valuable assets—its human resources. In the past, managers directed and controlled employees. Today, managers empower employees to direct themselves. The most successful companies will be learning organizations, encouraging, supporting, and enriching its employees. The *real* job of a manager is not only to inspire employees to be their best, but also to establish a working environment that allows them to be their best. Management is an attitude—a way of life. It is a commitment to work with staff to help them succeed, as well as a desire to help an organization succeed.

In Good to Great Jim Collins writes about how companies go from good to great saying,

“In each of these dramatic, remarkable, good-to-great corporate transformations, we found the same thing. There was no miracle moment. Instead, a down-to-earth, pragmatic, committed-to-excellence process – a framework – kept each company, its leaders, and its people on track for the long haul.”

Winning organizations – governments, businesses, nonprofits – need to embody more than efficient practices. They need to recruit, hire, retain, and promote potential leaders. The “Great” and most successful organizations embrace enthusiasm, creativity, and innovation in its leaders. Successful leaders guide cooperative actions by empowering followers, encouraging initiative, delegating authority, and coaching and mentoring constructively.

This management-training program will be provided in **two full-day sessions** to maximize learning. The program will provide Executives, Directors, Managers, Supervisors, and Potential Supervisors with specific techniques and skill practice exercises to help maximize their leadership potential, as well as the leadership potential of the staff they supervise.

Management topics covered in the workshop will include:

- *21st Century Manager: Passionate Coach, Teacher, and Mentor*
- *Changing Roles: From Peer to Boss*
- *Communicating for Results: Speak So People Listen and Listen So People Speak*
- *Policies and Procedures: Informing and Enforcing with Leadership*
- *Conducting Interviews: Behavior-Based Questions Get the Real Answers*
- *Tools of the Trade: Delegating, Meetings, and Time Management*
- *Generations “X” and “Y” and Boomers: Different Values...Similar Goals*
- *Improving Employee Performance – 7-Step Process for Changing Behavior*
- *Progressive Discipline: A Systematic Approach to Corrective Action*
- *Rewarding and Mentoring Employees: Behavior Modification at Work*
- *Evaluating Performance: Documenting Employee Skills*
- *Managing Change: Don’t Burn Your Bridges*
- *Mastering Office Politics: 7 Winning Strategies*
- *Diversity in the Workplace: Implicit Bias and Assumptions Lead Us Astray*
- *Ethics and Integrity: Solving Real Ethical Dilemmas*
- *Building Strategic Action Teams: The Whole is Greater Than the Sum of the Parts*
- *Team Leadership: Being an Inspirational Leader People Want to Follow*
- *Keeping Good Employees: Why People Leave*
- *Best Place to Work: Becoming an Employer of Choice*
- *Succession Planning: Right People, Right Place, Right Time*
- *Professional Development Action Plans: Focusing on Stretch Goals and Results*

Trainer

Nancy H. Baird, M.Ed., is the president of Training Strategies, Inc., a Human Resources consulting company specializing in training, human resources consulting, and management development. During her 25 years of consulting, Nancy has provided extensive expertise in Human Resources including setting up the Human Resources Department for an oil and gas company in Houston for two years. Nancy began her career with Harris County Juvenile Probation where she worked as a Juvenile Probation Officer and Training Specialist. A native Houstonian, Nancy attended the University of New Mexico and received her undergraduate degree in Cultural Anthropology and a Master of Education in Educational Psychology from the University of Houston.

Training Strategies, which Nancy began in 1990, has provided staff training, executive coaching, organizational development, and human resource consulting to more than 300 companies, associations, and agencies including Juvenile and Criminal Justice Departments throughout Texas, Hilcorp Energy Company, Vinson & Elkins, LLP, Direct Energy, Depelchin Children’s Center, ConAgra Foods, Friedkin Companies, Inc., Sam Houston State University, Rice University, MD Anderson Cancer Center, and Scientific Drilling International.

Nancy is an expert in designing creative training programs that change the way people think and in guiding companies and agencies to develop empowered managers and vital, realistic strategic plans. Her humor and energy invite participants to learn and work in a relaxed, positive atmosphere. People do not forget Nancy Baird and her unique and uplifting perspective on life and work.

Cost

**\$ 300.00 per person for 2-day workshop
(For groups of 5 or more from one agency/company – \$250/person)**

The cost includes morning and afternoon breaks, and participant workbooks. Workbooks will include customized skill practice exercises, handouts, assessments, worksheets, certificates of completion, and workshop evaluation.

Payment may be made Onsite or by Mail to:

**Training Strategies, Inc.
1818 W. Bell Street – Unit B
Houston TX 77019**

Checks should be payable to ***Training Strategies, Inc.***

Training Credit

Participants will receive training credit (14 hours) from the following:

- Texas Juvenile Justice Department (TJJD)
- Texas Department of Criminal Justice – Community Justice Assistance Division (TDCJ-CJAD)
- Texas Certification Board of Alcoholism and Drug Abuse Counselors (LCDC)
- Texas State Board of Examiners of Profession Counselors (LPC)
- Texas State Board of Social Work Examiners (LMSW)
- Texas State Board of Marriage and Family Therapists (LMFT)
- Texas State Board of Public Accountancy (CPE)
- Texas Commission on Law Enforcement (TCOLE)
- American Payroll Association (APA)
- HR Certification Institute (HRCI)

Training Location

The Management Training will be held at the:

Crowne Plaza Houston – River Oaks

(US 59/Southwest Freeway between Kirby Drive & Buffalo Speedway)

2712 Southwest Freeway – Houston, Texas 77098

(713) 523-8448

Information

For additional information contact:

Nancy H. Baird, President
Training Strategies, Inc.
(713) 680-1727 (work) – (713) 569-2469 (cell)
nbaird@sbcglobal.net
Website: <http://www.nancybairdtraining.com/>

Hotel Information

For out-of-town participants, a small block of rooms has been reserved at the Crowne Plaza Houston – River Oaks at the rate of \$115 per night. To make reservations call (800) 227-6963 and ask for reservations under the **Training Strategies October 2017 Group**. Reservations must be made by **Wednesday, September 20, 2017**.

Registration Form

Send completed registration form to: Training Strategies, Inc.:
1818 W. Bell St. – Unit B
Houston, TX 77019

Fax Registration Form to: Training Strategies – (713) 583-3858

Email Registration Form to: nbaird@sbcglobal.net

Training Strategies, Inc.
“Performance Management Training”
October 5 & 6, 2017
Registration Form

Name: _____

Title: _____

Company/Agency Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

_____ Enclosed is my check for _____

_____ I will pay at the door.

_____ Invoice my Agency/Company