

Training Strategies, Inc.
Management Training Announcement

Dates & Times

April 25, 2024	8:30 a.m. – 5:00 p.m.
April 26, 2024	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 teaching employees—while also holding them accountable for results. 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 CEO’s, 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: Successfully Transitioning from Peer to Boss*
- *Communicating for Results: Speak So People Listen and Listen So People Speak*
- *Conducting Interviews: Behavior-Based Questions Paint a Clearer Picture*
- *Tools of the Trade: Delegating, Meetings, and Time Management*
- *Generations “X,” “Y,” “Z” and Boomers: Different Values...Similar Goals, Best Practices*
- *Performance Evaluations: Guide for Accurate and Productive Evaluations*
- *Improving Employee Performance – 7-Step Process for Changing Behavior*
- *Documentation: Accurate, Behavioral, and Consistent*
- *Performance Improvement Plans (PIP): Employee Driven Solutions*
- *Progressive Discipline: A Systematic Approach to Corrective Action*
- *Rewarding and Mentoring Employees: Behavior Modification at Work*
- *Managing Change: Mastering Office Politics in a Social Media World*
- *Becoming More Promotable: Guiding Your Future*
- *Diversity in the Workplace: Overcoming Implicit Bias and Cultural Misunderstandings*
- *Creating a Positive Culture: Preventing Sexual Harassment and Bullying in the Workplace*
- *Ethics and Integrity: Solving Real Ethical Dilemmas and Maintaining Boundaries*
- *Strategic Action Teams: The Whole is Greater Than the Sum of the Parts*
- *Dynamic Leadership: Being an Inspirational Leader People Want to Follow*
- *Professional Development Action Plans: Focusing on Stretch Goals and Long-Term 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 has provided staff training, executive coaching, organizational development, and human resource consulting to more than 500 companies, associations, and agencies including Juvenile and Criminal Justice Departments throughout Texas, Hilcorp Energy Company, Vinson & Elkins, LLP, Texas Association of Counties, Sam Houston State University, Texas Children’s Hospital, Urban Retail (PlazAmericas), and National Association of Division Order Analysts (NADOA).

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.**
1904 Albans Rd
Houston, Texas 77005

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)
- Society for Human Resource Management (SHRM)

Training Location

The Management Training will be held at the:

DoubleTree Houston Greenway Plaza
6 Greenway Plaza East – Houston, Texas 77046
(713) 629-1200

Information

For additional information contact: Nancy H. Baird, President
Training Strategies, Inc.
(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 DoubleTree by Hilton Houston Greenway Plaza at the rate of \$129 per night. To make reservations call (713) 629-1200 and ask for reservations under the **Training Strategies** block. Reservations must be made by **Wednesday, April 10, 2024**.

Registration Form

Send completed registration form to: Training Strategies, Inc.:
1904 Albans Rd
Houston, TX 77005

Fax Registrations Form to: (713) 583-3858

Email Registration Form to: nbaird@sbcglobal.net

Training Strategies, Inc.
“Performance Management Training”
April 25 & 26, 2024
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