

Nancy H. Baird

Training Strategies, Inc.

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Training Strategies, Inc.

Management Training Announcement

Dates & Times

October 22, 2009

8:30 a.m. – 5:00 p.m.

October 23, 2009

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, and 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: Coach, Teacher, and Mentor
- Best Place to Work: Becoming an Employer of Choice
- Communicating for Results: Speak so People Listen and Listen so People Speak
- Conflict Resolution: Looking for Win-Win Solutions
- Recruiting, Hiring, Retaining, and Promoting the Best
- Hiring Legally: What You Can and Cannot Ask During the Interview
- 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
- Performance Goal Action Plans: Focusing on Results
- Progressive Discipline: A Systematic Approach to Corrective Action
- Rewarding and Recognizing Employees: Carrots or Sticks?
- Evaluating Performance: Documenting Employee Skills
- Managing Change: Don't Burn Your Bridges
- Strategic Action Teams: The Whole is Greater Than the Sum of the Parts
- Team Leadership: Being a Leader People Want to Follow
- Keeping Good Employees: Why People Leave
- Ethics at Work: Solving Real Ethical Dilemmas
- Succession Planning: Right People, Right Place, Right Time

Trainer

Nancy H. Baird, M.Ed. president of Training Strategies, Inc., began her career as a Juvenile Probation Officer in Houston, Texas. In 1990 she began a management consulting and training company. Nancy, a native Houstonian, 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.

Nancy, a dynamic presenter, has presented to more than 300 companies, associations, and agencies including Adult & Juvenile Probation Departments throughout Texas, Mariner Energy, Hilcorp Energy Company, Vinson & Elkins, LLP, Friedkin Companies, Inc., Washington Mutual, Depelchin Children's Center, Rice University, St. Luke's Episcopal Health System, Texas Children's Hospital, The Methodist Hospital, MD Anderson Cancer Center, and Sterling Bank.

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 training and facilitating abilities.

Cost

\$ 250.00 per person for 2-day workshop

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.
5631 Bough Ct.
Houston TX 77092

Checks should be payable to Training Strategies, Inc.

Training Credit

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

- Texas Juvenile Probation Commission (TJPC)
- 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 Officer Standards and Education (TCLEOSE)

Training Location

The Management Training will be held at the:

Crowne Plaza Hotel 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 Holiday Inn Select – Houston – Greenway Plaza at the rate of \$129/night and \$85/night (with government ID). To make a reservation, call (713) 523-8448 and ask for the Training Strategies Group. Reservations must be made by **October 1, 2009**.

Registration Form

Send completed registration form to: Training Strategies, Inc.:
5631 Bough Ct.
Houston, TX 77092

Fax Registration Form to: Training Strategies – (713) 812-1727

Email Registration Form to: nbaird@sbcglobal.net

Training Strategies, Inc.
“Performance Management Training”
October 22 – 23, 2009
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