



the Center Within



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Proposal for YOUR COMPANY'S Professional Development

Michele Rae, through the business of The Center Within, LLC, is delighted to confirm this proposal for facilitation of *YOUR CUSTOM TOPIC* for YOUR BUSINESS team.

The following proposal outlines *YOUR CUSTOM TOPIC* which includes evaluating, assessing, developing, executing and evaluating YOUR TRAINING for leaders and staff.

The Center Within offers a focused process:

Step One: Assessment of chosen topic

- Steps to assessment

Step Two: Review of Assessment

- Review current information, SWOT

Step Three: Plan for Leadership and Staff Development

XX days of workshop with staff and leaders which may include:

- Authentic Communication
- Building Trust
- Emotional Intelligence
- Mindfulness
- Strategic Planning
- Strength Based Leaders
- Effective Delegation

- Transformative Coaching and Mentoring
- Leading Effective Meetings
- Creativity and Innovation
- Conflict Resolution
- Executive Coaching
- Stress Reduction
- Time Management for the Too Busy
- Motivation and Empowerment
- Valuing of Diversity
- Optimizing Organizational Change
- Maximizing Human Resources

This training will include skill building, practice sessions, and review of current strengths and difficulties with participants. We will practice skills with various work teams at YOUR COMPANY.

Step Four: Execution of Training

Step Five: Evaluation of Training

Payment: To be paid within 30 days following completion of work, as per the Consulting and Professional Services Agreement which accompanies this Plan.