

November 2012 through October 2017

FEDERAL SUPPLY SCHEDULE PRICE LIST



GSA CATALOG

CAREER MANAGEMENT INTERNATIONAL, INC.

Woman Owned Small Business



Contract Number: GS-02F-036AA

NAICs Codes: 541611, 541612, 611430 & 624190

FSC Group/Schedule Title: Human Resources Services 738x

Special Item Number (SIN): 595-21



Contract Holder



GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY AND SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST/ TEXT FILE FOR TERMS AND CONDITIONS
On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*, a menu-driven database system. The INTERNET address GSA *Advantage!* is: GSAAvantage.gov.

Mission Oriented Business Integrated Services (MOBIS)

FSC Group/Schedule Title: 738x

Special Item Number – 595-21

Contract Number – GS-02F-036AA

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Period – 10/29/2012 thru 10/28/2017

Contractor Name: Career Management International, Inc.

5373 West Alabama, Suite 420

Houston, TX, 77056

Telephone: 713-623-8780 Fax: 713-623-4569

www.careermanagement.com

Career Management International is a small, woman-owned business

INFORMATION FOR ORDERING ACTIVITIES:

- | | |
|--|--|
| <ol style="list-style-type: none">1. Awarded Special Item Number: 595-21
(A) 595-21 Training Courses2. Maximum Order: \$1,000,000 USD3. Minimum Order: \$100 USD4. Geographic Coverage:
<i>Contractor does not provide products. Services will be provided either at the customer or contractor facility in the 48 Contiguous States and the District of Colombia, Alaska, Hawaii, Puerto Rico</i>5. Points of Production: Various6. GSA Discount: 10%-20%7. Quantity Discounts: N/A8. Prompt Payment Terms: Net 309. Government purchase cards are accepted below and above the micro-purchase threshold.10. Foreign Item: N/A11. Delivery Time:
N/A12. FOB Points:
N/A13. Ordering Address:
Career Management International, Inc.
5373 West Alabama, Suite 420
Houston, TX, 77056
TAX ID # 74-1885263
CAGE CODE: 095F6 | <ol style="list-style-type: none">14. Payment Address:
Career Management International
5373 West Alabama, Suite 420
Houston, TX 7705615. Warranty Provisions: N/A16. Export Packaging: N/A17. Terms and conditions of Gov't Credit Cards:
Accept any above micro-purchase threshold.18. Empty Toner Recycle Program and other
Applicable Recycle Programs – N/A19. Terms and Conditions of Installation N/A20. Terms and Conditions of repair parts, if
applicable N/A21. List of Service and Distribution Points N/A22. List of Participating Dealers N/A23. Preventive Maintenance, if applicable N/A24. Special attributes (i.e. environmental) N/A25. DUNS #: 08698666826. Central Contractor Registration:
CAGE/NCAGE Code: 095F6 |
|--|--|

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Career Transition Services

CMI has contributed to the success of numerous large group outplacements in multiple industries. Organizations using CMI's time tested and innovative approach to outplacement find that our expertise brings actual savings in finances, reputation, and working relationships as well as the preservation of morale, good will and trade secrets.

1 Day Group Career Transition Workshop

This type of event is best suited to employees who will be leaving the organization within a pre-determined time period. Each person's treatment before, during, and after their notification is of paramount importance for their ultimate success and for the well-being of the entire organization. Knowledgeable execution of group outplacement requires attention to detail, careful planning, and judicious delivery of transition services so the separating employees receive consistent and timely messages that support a calm and dignified exit and superior career/life transition assistance.

<i>Suitable for;</i>
✓ Entry-Level Employees
✗ Upper-Level Employees
✓ Career Transition
✓ Military Personnel
<i>Provided:</i>
✓ Printed and/or Electronic Course Materials
<i>Provided:</i>
✓ Electronic Presentation
<i>Provided:</i>
✓ Web-based Supplemental Elements
<i>Provided:</i>
✓ Anonymous Evaluation

<i>SIN(s)</i> 595-21	<i>Product Type</i> Outplacement	
Customer Supplied Location	Contractor Supplied Location	Online Web-based Course
<i>Unit of Issue - Per Participant</i>	<i>Unit of Issue - Per Participant</i>	<i>Unit of Issue - Per Participant</i>
<i>Minimum Participants - 4</i>	<i>Minimum Participants - 4</i>	<i>Minimum Participants - 4</i>
<i>Nov 2012-Oct 2013 - \$495.00</i>	<i>Nov 2012-Oct 2013 - \$563.00</i>	<i>Nov 2012-Oct 2013 - \$385.00</i>
<i>Nov 2013-Oct 2014 - \$500.00</i>	<i>Nov 2013-Oct 2014 - \$568.00</i>	<i>Nov 2013-Oct 2014 - \$389.00</i>
<i>Nov 2014-Oct 2015 - \$505.00</i>	<i>Nov 2014-Oct 2015 - \$574.00</i>	<i>Nov 2014-Oct 2015 - \$393.00</i>
<i>Nov 2015-Oct 2016 - \$511.00</i>	<i>Nov 2015-Oct 2016 - \$579.00</i>	<i>Nov 2015-Oct 2016 - \$397.00</i>
<i>Nov 2016-Oct 2017 - \$516.00</i>	<i>Nov 2016-Oct 2017 - \$584.00</i>	<i>Nov 2016-Oct 2017 - \$401.00</i>

2 Day Group Career Transition Workshop

Two days of group workshops allow separating employees to gain more in-depth information that reinforces networking and interviewing techniques for a successful job search. This type of event is best suited to employees who will be leaving the organization within a pre-determined time period. Each person's treatment before, during, and after their notification is of paramount importance for their ultimate success and for the well-being of the entire organization. Knowledgeable execution of group outplacement requires attention to detail, careful planning, and judicious delivery of transition services so the separating employees receive consistent and timely messages that support a calm and dignified exit and superior career/life transition assistance.

<i>Suitable for;</i>
✓ Entry-Level Employees
✓ Upper-Level Employees
✓ Career Transition
✓ Military Personnel
<i>Provided:</i>
✓ Printed and/or Electronic Course Materials
<i>Provided:</i>
✓ Electronic Presentation
<i>Provided:</i>
✓ Web-based Supplemental Elements
<i>Provided:</i>
✓ Anonymous Evaluation

<i>SIN(s)</i> 595-21	<i>Product Type</i> Outplacement	
Customer Supplied Location	Contractor Supplied Location	Online Web-based Course
<i>Unit of Issue - Per Participant</i>	<i>Unit of Issue - Per Participant</i>	<i>Unit of Issue - Per Participant</i>
<i>Minimum Participants - 4</i>	<i>Minimum Participants - 4</i>	<i>Minimum Participants - 4</i>
<i>Nov 2012-Oct 2013 - \$720.00</i>	<i>Nov 2012-Oct 2013 - \$855.00</i>	<i>Nov 2012-Oct 2013 - \$610.00</i>
<i>Nov 2013-Oct 2014 - \$727.00</i>	<i>Nov 2013-Oct 2014 - \$864.00</i>	<i>Nov 2013-Oct 2014 - \$616.00</i>
<i>Nov 2014-Oct 2015 - \$734.00</i>	<i>Nov 2014-Oct 2015 - \$873.00</i>	<i>Nov 2014-Oct 2015 - \$622.00</i>
<i>Nov 2015-Oct 2016 - \$742.00</i>	<i>Nov 2015-Oct 2016 - \$882.00</i>	<i>Nov 2015-Oct 2016 - \$628.00</i>
<i>Nov 2016-Oct 2017 - \$749.00</i>	<i>Nov 2016-Oct 2017 - \$891.00</i>	<i>Nov 2016-Oct 2017 - \$634.00</i>

3 Month Career Transition Program

Three month individual career transition programs provide each separating employee with career/life counseling that includes each step in the transition process. Expansion of innovative methods of providing client services have enhanced CMI's basic premise:

- Determine what each person at each level needs to prosper, utilizing CMI's proprietary Career Alignment Profile™
- Provide the necessary resources for each individual's needs
- Guide, counsel and closely monitor successful completion of each step in the process
- Provide individualized, unlimited career counseling support that leads to success

<i>Suitable for;</i>
✓ Entry-Level Employees
✓ Upper-Level Employees
✓ Career Transition
✓ Military Personnel
<i>Provided:</i>
✓ Printed and/or Electronic Course Materials
<i>Provided:</i>
✓ Electronic Presentation
<i>Provided:</i>
✓ Web-based Supplemental Elements
<i>Provided:</i>
✓ Anonymous Evaluation

<i>SIN(s)</i> 595-21	<i>Product Type</i> Outplacement	
Customer Supplied Location	Contractor Supplied Location	Online Web-based Course
<i>Unit of Issue - Per Participant</i>	<i>Unit of Issue - Per Participant</i>	<i>Unit of Issue - Per Participant</i>
<i>Minimum Participants - 1</i>	<i>Minimum Participants - 1</i>	<i>Minimum Participants - 1</i>
<i>Nov 2012-Oct 2013 - \$2250.00</i>	<i>Nov 2012-Oct 2013 - \$2250.00</i>	<i>Nov 2012-Oct 2013 - \$1950.00</i>
<i>Nov 2013-Oct 2014 - \$2273.00</i>	<i>Nov 2013-Oct 2014 - \$2273.00</i>	<i>Nov 2013-Oct 2014 - \$1970.00</i>
<i>Nov 2014-Oct 2015 - \$2295.00</i>	<i>Nov 2014-Oct 2015 - \$2295.00</i>	<i>Nov 2014-Oct 2015 - \$1990.00</i>
<i>Nov 2015-Oct 2016 - \$2318.00</i>	<i>Nov 2015-Oct 2016 - \$2318.00</i>	<i>Nov 2015-Oct 2016 - \$2010.00</i>
<i>Nov 2016-Oct 2017 - \$2342.00</i>	<i>Nov 2016-Oct 2017 - \$2342.00</i>	<i>Nov 2016-Oct 2017 - \$2030.00</i>

6 Month Career Transition Program

Six month individual career transition programs provide each separating employee ample time to get the most from career/life counseling that includes each step in the transition process. Expansion of innovative methods of providing client services have enhanced CMI's basic premise:

- Determine what each person at each level needs to prosper, utilizing CMI's proprietary Career Alignment Profile™
- Provide the necessary resources for each individual's needs
- Guide, counsel and closely monitor successful completion of each step in the process
- Provide individualized, unlimited career counseling support that leads to success

<i>Suitable for;</i>	
X	Entry-Level Employees
✓	Upper-Level Employees
✓	Career Transition
✓	Military Personnel
<i>Provided:</i>	
✓	Printed and/or Electronic Course Materials
<i>Provided:</i>	
✓	Electronic Presentation
<i>Provided:</i>	
✓	Web-based Supplemental Elements
<i>Provided:</i>	
✓	Anonymous Evaluation

<i>SIN(s)</i> 595-21	<i>Product Type</i> Outplacement		
Customer Supplied Location	Contractor Supplied Location	Online Web-based Course	
<i>Unit of Issue - Per Participant</i>	<i>Unit of Issue - Per Participant</i>	<i>Unit of Issue - Per Participant</i>	
<i>Minimum Participants - 1</i>	<i>Minimum Participants - 1</i>	<i>Minimum Participants - 1</i>	
<i>Nov 2012-Oct 2013 - \$4860.00</i>	<i>Nov 2012-Oct 2013 - \$4860.00</i>	<i>Nov 2012-Oct 2013 - \$3950.00</i>	
<i>Nov 2013-Oct 2014 - \$4909.00</i>	<i>Nov 2013-Oct 2014 - \$4909.00</i>	<i>Nov 2013-Oct 2014 - \$3990.00</i>	
<i>Nov 2014-Oct 2015 - \$4958.00</i>	<i>Nov 2014-Oct 2015 - \$4958.00</i>	<i>Nov 2014-Oct 2015 - \$4030.00</i>	
<i>Nov 2015-Oct 2016 - \$5008.00</i>	<i>Nov 2015-Oct 2016 - \$5008.00</i>	<i>Nov 2015-Oct 2016 - \$4070.00</i>	
<i>Nov 2016-Oct 2017 - \$5029.00</i>	<i>Nov 2016-Oct 2017 - \$5029.00</i>	<i>Nov 2016-Oct 2017 - \$4111.00</i>	

6 Month Executive Career Transition Program

Six month executive individual career transition programs should be offered to those individuals in the organization who have been in leadership positions. This program level may include office space and administrative assistance. Expansion of innovative methods of providing client services have enhanced CMI's basic premise:

- Determine what each person at each level needs to prosper, utilizing CMI's proprietary Career Alignment Profile™
- Provide the necessary resources for each individual's needs
- Guide, counsel and closely monitor successful completion of each step in the process
- Provide individualized, unlimited career counseling support that leads to success

<i>Suitable for;</i>	
X	Entry-Level Employees
✓	Upper-Level Employees
✓	Career Transition
✓	Military Personnel
<i>Provided:</i>	
✓	Printed and/or Electronic Course Materials
<i>Provided:</i>	
✓	Electronic Presentation
<i>Provided:</i>	
✓	Web-based Supplemental Elements
<i>Provided:</i>	
✓	Anonymous Evaluation

<i>SIN(s)</i> 595-21	<i>Product Type</i> Outplacement	
Customer Supplied Location	Contractor Supplied Location	Online Web-based Course
<i>Unit of Issue - Per Participant</i>	<i>Unit of Issue - Per Participant</i>	<i>Unit of Issue - Per Participant</i>
<i>Minimum Participants - 1</i>	<i>Minimum Participants - 1</i>	<i>Minimum Participants - 1</i>
Nov 2012-Oct 2013 - \$6882.00	Nov 2012-Oct 2013 - \$9432.00	Nov 2012-Oct 2013 - \$5950.00
Nov 2013-Oct 2014 - \$6951.00	Nov 2013-Oct 2014 - \$9526.00	Nov 2013-Oct 2014 - \$6010.00
Nov 2014-Oct 2015 - \$7021.00	Nov 2014-Oct 2015 - \$9621.00	Nov 2014-Oct 2015 - \$6070.00
Nov 2015-Oct 2016 - \$7091.00	Nov 2015-Oct 2016 - \$9717.00	Nov 2015-Oct 2016 - \$6131.00
Nov 2016-Oct 2017 - \$7162.00	Nov 2016-Oct 2017 - \$9814.00	Nov 2016-Oct 2017 - \$6192.00

Individual Career Counseling and Coaching Session

Individual career counseling and coaching sessions last for one hour. An attendee may decide to discuss a present job situation, work to resolve a workplace conflict, plan a path for career advancement or may concentrate on perfecting a resume. The content of the meetings will always be kept confidential.

Individual Session

- Virtual or on location sessions
- Resume/Curriculum Vitae preparation and modifications
- Stress and trauma counseling
- Pre-session assessments to evaluate marketable strengths
- Determination of communication style for interviewing success
- Development of potential career areas for advancement/employment
- Establishment of realistic career options, including self employment
- Development and execution of marketing plans
- Effective utilization of recruiters to complement the job search
- Tools for professional development
- Continuing analysis of the networking and interviewing processes
- Help with evaluation and negotiation of offers
- Continuing assistance in a new position

<i>Suitable for;</i>
✓ Entry-Level Employees
✓ Upper-Level Employees
✓ Career Transition
✓ Military Personnel
<i>Provided:</i>
✓ Printed and/or Electronic Course Materials
<i>Provided:</i>
✓ Electronic Presentation
<i>Provided:</i>
✓ Web-based Supplemental Elements
<i>Provided:</i>
✓ Anonymous Evaluation

<i>SIN(s)</i> 595-21	<i>Product Type</i> Coaching Session	
Customer Supplied Location	Contractor Supplied Location	Virtual (Phone-Based) Session
<i>Unit of Issue - Per Participant</i>	<i>Unit of Issue - Per Participant</i>	<i>Unit of Issue - Per Participant</i>
<i>Minimum Participants - 4</i>	<i>Minimum Participants - 4</i>	<i>Minimum Participants - 1</i>
Nov 2012-Oct 2013 - \$369.00	Nov 2012-Oct 2013 - \$469.00	Nov 2012-Oct 2013 - \$260.00
Nov 2013-Oct 2014 - \$373.00	Nov 2013-Oct 2014 - \$474.00	Nov 2013-Oct 2014 - \$263.00
Nov 2014-Oct 2015 - \$377.00	Nov 2014-Oct 2015 - \$479.00	Nov 2014-Oct 2015 - \$266.00
Nov 2015-Oct 2016 - \$381.00	Nov 2015-Oct 2016 - \$484.00	Nov 2015-Oct 2016 - \$269.00
Nov 2016-Oct 2017 - \$383.00	Nov 2016-Oct 2017 - \$489.00	Nov 2016-Oct 2017 - \$272.00

Career Pathing, Advancement and Knowledge Courses

CMI provides a number of training workshops for our clients. Each workshop has been tailored to deliver crucial and pertinent information in a relaxed and enjoyable fashion. Pricing for all courses is listed at the end of this section.

Achieving Life Balance

All too often, our lives feel “out of balance.” Because we focus so much energy on only one or two elements of our lives, we often neglect other crucial elements that can ultimately cause major concerns. In this workshop, participants will learn to incorporate all six major elements for a full and balanced life:

- One. A Healthy Lifestyle
- Two. Strong Relationships with Family and Friends
- Three. Ongoing Career Development
- Four. Effective Time Management
- Five. Positive Communications
- Six. Everything Else - The "Details of Life"

<i>Suitable for:</i>
✓ Entry-Level Employees
✓ Upper-Level Employees
✓ Career Transition
✓ Military Personnel
<i>Provided:</i>
✓ Printed and/or Electronic Course Materials
<i>Provided:</i>
✓ Electronic Presentation
<i>Provided:</i>
✓ Web-based Supplemental Elements
<i>Provided:</i>
✓ Anonymous Evaluation

Behavioral Based Interviewing Skills

The premise of behavioral-based interviewing is that the most accurate predictor of future performance is past performance in a similar situation. Participants will learn:

- The process of behavioral-based interviewing and how it is used by employers to ask probing interview questions to determine if applicants possess the skills they are seeking
- Questions and answers that may typically be included in behavioral based interviews
- Techniques and resources to enable successful navigation through the interview process

<i>Suitable for:</i>
✓ Entry-Level Employees
✓ Upper-Level Employees
✓ Career Transition
✓ Military Personnel
<i>Provided:</i>
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Web-based Supplemental Elements
<i>Provided:</i>
✓ Anonymous Evaluation

Coping with Stress: Professionally & Personally

This recently updated and improved workshop uses self-assessments to help participants understand stress and how it affects their personal and professional lives. Participants learn to:

- Discover their own personal stress triggers
- Minimize or eliminate common stressors
- Empty their "stress buckets" regularly
- Improve their coping methods
- Gain greater life satisfaction
- Identify stress in others to improve relationships

<i>Suitable for:</i>
✓ Entry-Level Employees
✓ Upper-Level Employees
✓ Career Transition
✓ Military Personnel
<i>Provided:</i>
✓ Printed and/or Electronic Course Materials
<i>Provided:</i>
✓ Electronic Presentation
<i>Provided:</i>
Web-based Supplemental Elements
<i>Provided:</i>
✓ Anonymous Evaluation

Communicating Your Accomplishments and Performance

Effectively communicating your accomplishments in the workplace is vital to progression within an organization. In this workshop, participants learn to:

- Understand the importance of two-way communication
- Determine what both the underlying and stated challenges are and how to choose appropriate accomplishments as examples of previous solutions
- Construct clear, concise messages in the interest of the receiver
- Use nonverbal factors to reinforce their message
- Listen actively to improve communication, and use feedback to overcome barriers to communication

Developing Your Career Path

Understanding focus, motivation, and personal strengths enables participants to appreciate how their strengths best match opportunities in their current organization or in the workplace. Learning the importance of effective career planning that leads to an efficient job search is a key element in successful career pathing. This session helps participants to:

- Define and articulate their top three marketable strengths
- Understand the path and process to successful career planning and development
- Learn to use tools and resources for professional growth and development

Dimensions of Diversity: Addressing Career Challenges for Women and Minorities

This workshop explores many of the unique challenges women and minorities face and assists participants in developing strategies for success. After exploring the power of diversity in the 21st century workplace, participants will identify challenges that they have faced in their own workplaces, as well as:

- Exploring barriers and challenges for women and minorities
- Investigating the importance of identifying and pursuing possible career pathways
- Learning how to find and develop a relationship with an appropriate mentor
- Developing professional networks, both in-person and virtually

<i>Suitable for:</i>
✓ Entry-Level Employees
✓ Upper-Level Employees
✓ Career Transition
✓ Military Personnel
<i>Provided:</i>
✓ Printed and/or Electronic Course Materials
<i>Provided:</i>
✓ Electronic Presentation
<i>Provided:</i>
✓ Web-based Supplemental Elements
<i>Provided:</i>
✓ Anonymous Evaluation

<i>Suitable for:</i>
✓ Entry-Level Employees
✓ Upper-Level Employees
✓ Career Transition
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<i>Provided:</i>
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<i>Provided:</i>
✓ Electronic Presentation
<i>Provided:</i>
✓ Web-based Supplemental Elements
<i>Provided:</i>
✓ Anonymous Evaluation

<i>Suitable for:</i>
✓ Entry-Level Employees
✓ Upper-Level Employees
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✓ Electronic Presentation
<i>Provided:</i>
✓ Web-based Supplemental Elements
<i>Provided:</i>
✓ Anonymous Evaluation

Eliminating Barriers to Success

This session teaches participants how to recognize negative behaviors in themselves and others. Participants learn the predictable results of negative behaviors and how to deal with these "barriers to success".

This workshop assists participants to:

- Identify the barriers to success in their lives
- Recognize the warning signs that precede their personal barriers and those of others
- Learn how to deal with others who "Hit Your Hot Buttons"
- Create a plan of action to eliminate or reduce the barriers to success
- Practice the skills to avoid the barriers to success in their future careers

<i>Suitable for:</i>
✓ Entry-Level Employees
✓ Upper-Level Employees
✓ Career Transition
✓ Military Personnel
<i>Provided:</i>
✓ Printed and/or Electronic Course Materials
<i>Provided:</i>
✓ Electronic Presentation
<i>Provided:</i>
✓ Web-based Supplemental Elements
<i>Provided:</i>
✓ Anonymous Evaluation

For Supervisors and Team Leads: Building Trust to Improve Team Results

Effective leaders commit to appropriately directing the efforts of others to accomplish specific goals and objectives. This workshop will enable participants to:

- Learn to use the sum of their individual traits, skills, and abilities to provide effective and consistent leadership
- Understand that exercising leadership involves building and sustaining trusting relationships between leaders and followers
- Effectively teach leaders how to provide meaningful support to enable teams to realize their full potential
- Realize that without this bond or connection, there are no willing followers and no true leader

<i>Suitable for;</i>
X Entry-Level Employees
✓ Upper-Level Employees
✓ Career Transition
✓ Military Personnel
<i>Provided:</i>
✓ Printed and/or Electronic Course Materials
<i>Provided:</i>
✓ Electronic Presentation
<i>Provided:</i>
✓ Web-based Supplemental Elements
<i>Provided:</i>
✓ Anonymous Evaluation

Improving Individual Job Performance

This interactive workshop focuses on understanding the competencies for successful job performance. By the end of this session, participants will be able to:

- Recognize the qualities and learn the skills that bring professionalism and success to the job
- Be aware of the standards and attributes required for professional job performance
- Understand behavior related to interpersonal communication and job competencies for success in the workplace
- Promote cooperation and teamwork through better communication with peers, managers, and other coworkers
- Create their Individual Career Plan

<i>Suitable for:</i>
✓ Entry-Level Employees
✓ Upper-Level Employees
✓ Career Transition
✓ Military Personnel
<i>Provided:</i>
✓ Printed and/or Electronic Course Materials
<i>Provided:</i>
✓ Electronic Presentation
<i>Provided:</i>
✓ Web-based Supplemental Elements
<i>Provided:</i>
✓ Anonymous Evaluation

Knowing Success by Knowing Yourself and Others

This workshop uses CMI's proprietary self-assessment to help participants understand themselves and others in a specific environment. This workshop enables participants to:

- Appreciate individual differences
- Develop effective strategies for working with each other
- Identify their personal behavioral style
- Learn about the importance of accepting and respecting individual differences in behavior and needs in the workplace
- Develop communication and behavioral strategies to accommodate differing behavioral styles
- Learn to calibrate their communication style to that of others

<i>Suitable for:</i>
✓ Entry-Level Employees
✓ Upper-Level Employees
✓ Career Transition
✓ Military Personnel
<i>Provided:</i>
✓ Printed and/or Electronic Course Materials
<i>Provided:</i>
✓ Electronic Presentation
<i>Provided:</i>
✓ Web-based Supplemental Elements
<i>Provided:</i>
✓ Anonymous Evaluation

Managing Time and Resources

Effective time management is critical to success in today's fast moving, multi-tasking workplace. In this workshop, participants learn to:

- Learn how different types of people use their time and how to work successfully with people who do not plan their use of time in the same manner
- Identify the different factors affecting time mastery
- Assess their personal mastery of each factor
- Develop action plans to make best use of their time and priorities

<i>Suitable for:</i>
✓ Entry-Level Employees
✓ Upper-Level Employees
✓ Career Transition
✓ Military Personnel
<i>Provided:</i>
✓ Printed and/or Electronic Course Materials
<i>Provided:</i>
✓ Electronic Presentation
<i>Provided:</i>
✓ Web-based Supplemental Elements
<i>Provided:</i>
✓ Anonymous Evaluation

Preparing Your Accomplishment Based Resume

When properly prepared and used, the resume becomes the ticket that removes the barriers to new career possibilities. This workshop focuses on resume writing and techniques for effective interviewing. By the end of this session, participants will be able to:

- Discuss their career strengths, abilities and styles
- Understand how a marketable definition that sells best supports an accomplishment based resume
- Produce a comprehensive resume
- Illustrate how they can use their skills in a variety of situations
- Understand the different types of interviews
- Use tips and techniques for successful interviewing

<i>Suitable for:</i>
✓ Entry-Level Employees
✓ Upper-Level Employees
✓ Career Transition
✓ Military Personnel
<i>Provided:</i>
✓ Printed and/or Electronic Course Materials
<i>Provided:</i>
✓ Electronic Presentation
<i>Provided:</i>
✓ Web-based Supplemental Elements
<i>Provided:</i>
✓ Anonymous Evaluation

Seeing Opportunities with a Positive Attitude

Understanding the focus, motivation, and behavior of others enables participants to appreciate individual differences, and to develop effective strategies for working with all types of people. Participants will learn to:

- Identify their own work expectations
- Discover which expectations they consider most important
- Get feedback regarding how to communicate their expectations to others
- Take steps to get their expectations met, adjust their expectations when appropriate, and improve their outlook to enhance their attitude toward work

<i>Suitable for:</i>
✓ Entry-Level Employees
✓ Upper-Level Employees
✓ Career Transition
✓ Military Personnel
<i>Provided:</i>
✓ Printed and/or Electronic Course Materials
<i>Provided:</i>
✓ Electronic Presentation
<i>Provided:</i>
✓ Web-based Supplemental Elements
<i>Provided:</i>
✓ Anonymous Evaluation

Skills to Building Workplace Rapport

This workshop enables participants to learn how their good manners can produce increased workplace harmony and positive rapport, even in difficult circumstances. In this workshop, participants will:

- Discuss the positive and negative results of good and bad workplace rapport
- Discover the answer to "Can You Work With All Kinds of People?"
- Learn how to positively disengage from negative rapport
- Learn how different types of people react differently to the same stimulus
- Discover "When to Hold 'Em, and When to Fold 'Em"

<i>Suitable for:</i>
✓ Entry-Level Employees
✓ Upper-Level Employees
✓ Career Transition
✓ Military Personnel
<i>Provided:</i>
✓ Printed and/or Electronic Course Materials
<i>Provided:</i>
✓ Electronic Presentation
<i>Provided:</i>
✓ Web-based Supplemental Elements
<i>Provided:</i>
✓ Anonymous Evaluation

<i>SIN(s)</i> 595-21	<i>Product Type</i> Course/Workshop		
Customer Supplied Location	Contractor Supplied Location	Online Web-based Course	
<i>Duration - 3 Hours</i>	<i>Duration - 3 Hours</i>	<i>Duration - 2 Hours</i>	
<i>Number of Participants - 1 to 25</i>	<i>Number of Participants - 1 to 25</i>	<i>Number of Participants - 1 to 35</i>	
<i>Nov 2012-Oct 2013 - \$1897.00</i>	<i>Nov 2012-Oct 2013 - \$2222.00</i>	<i>Nov 2012-Oct 2013 - \$1166.00</i>	
<i>Nov 2013-Oct 2014 - \$1916.00</i>	<i>Nov 2013-Oct 2014 - \$2244.00</i>	<i>Nov 2013-Oct 2014 - \$1178.00</i>	
<i>Nov 2014-Oct 2015 - \$1935.00</i>	<i>Nov 2014-Oct 2015 - \$2267.00</i>	<i>Nov 2014-Oct 2015 - \$1189.00</i>	
<i>Nov 2015-Oct 2016 - \$1954.00</i>	<i>Nov 2015-Oct 2016 - \$2289.00</i>	<i>Nov 2015-Oct 2016 - \$1201.00</i>	
<i>Nov 2016-Oct 2017 - \$1974.00</i>	<i>Nov 2016-Oct 2017 - \$2313.00</i>	<i>Nov 2016-Oct 2017 - \$1213.00</i>	