



**Columbia Gorge Community College Proposal for
Supervisory Skills Training to Hood River Juice Company
May 13, 2011**

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GOAL

Give participants the technical skills necessary to turn them into expert supervisors, leaders, and communicators.

FORMAT

Highly interactive, using lecture, small and large group discussion, structured exercises, and individual feedback sessions.

TRAINING DESIGN AND CONTENT

Information presented will be of a practical hands-on nature. It is the trainer's intent to keep the sessions flexible enough to incorporate important issues as the participants identify them. The first step in the final design will be for the trainer to conduct a needs assessment with Hood River Juice Company key personnel and participants to determine specific skill needs. On the basis of the needs assessment, a training program that emphasizes the identified factors for successful leadership at Hood River Juice Company will be developed in conjunction with appropriate Hood River Juice Company personnel.

PROCESS

STEP ONE: NEEDS ASSESSMENT

Design and conduct a needs assessment

- Conduct assessment
- Analyze data
- All training participants and key Hood River Juice Company personnel will receive a summary to the data collected

Meet with key personnel to identify desired outcomes for the training

- Identify issues, concerns, and barriers
- Identify current skill levels to build from

STEP TWO: CONTENT DESIGN

Design sessions incorporating the techniques and skills identified as essential for successful supervisors at Hood River Juice Company

- Develop materials
- Identify length of each session
- Gather "real world" examples to incorporate in the sessions

STEP THREE: TRAINING

Develop schedule

Conduct sessions: Each training topic is four (4) hours

Develop executive summaries for each topic with discussion questions

- Summaries will be emailed to participant's managers after each session

EVALUATION

Evaluation of the program will be on going. It will take place in briefing sessions, and during presentations (self monitoring by the presenter). All participants at the close of each session will allot time for feedback. These evaluations will be reviewed by presenter and selected management during consultation sessions.

COST

Pre-Training Needs Assessment

No charge

Content Design

No charge

Training

Five or fewer training topics: \$200 per contact hour

Includes Design, Development, and Delivery

Six or more training topics: \$175 per contact hour

Executive summary development and email

No charge

Travel Expenses

Billed at cost (includes mileage @ \$0.51, meals, lodging)

Materials

Student workbook per participant per training topic

\$30, five or fewer training topics

\$20, six or more training topics

Includes handouts, memory cards, and binder

HEAD TRAINER/CONSULTANT

Marge Dathe Cieri, founder of Mardac Consultants, brings over 25 years of expertise to the fields of Human Resource Management and Training. She specializes in organizational development, management and employee training, mediation, coaching, and personnel systems. Marge spent 15 years as an adjunct professor at Linfield College's School of Business and eight years as an adjunct professor at the University of Oregon's College of Business Administration. She also was a Master Trainer for the world's largest training company for over ten years and is the author of Adaptive Leadership Training Systems. Marge has a Master's degree in Industrial Relations and Human Resource Management and a Bachelor's degree in Psychology both from the University of Oregon. Marge received her mediation certification from Confluence Northwest, Portland, Oregon and a coaching certificate from The Coaches Training Institute, San Rafael, California. Marge also holds a Master's Certificate in Neuro-Linguistic Programming from the NLP Institute of Oregon, Ashland, Oregon.