Management, Consulting, Training, and Project Experts

American Partner Technologies, LLC

Logo Credit to the State of Delaware

STATE OF DELAWARE
PROFESSIONAL SERVICE TRAINING
WORKSHOP AND COURSE CATALOG
CONTRACT NUMBER GSS22659

WORKSHOP ORDERING INSTRUCTIONS

ONLINE ORDERS
Orders can be placed online at:
www.americanpartnertechnologies.com/shop

When placing orders online please complete the following:

1. Customer Information
2. Shipping Address as Place of Performance
3. Special Instructions
4. Payment Type please select **"Alternate or Contracted Payment Methods"**

PHONE ORDERS OR INFORMATION REQUESTS
Contact AMPT Sales at:
1-800-654-1746

Email:
erich@americanpartnertechnologies.com

Contract State Date April 1, 2022

AMPT Management Consulting, LLC is an MDOT Certified DBE, and Third Party Certified Economically Disadvantaged Woman Owned Small Business

**State of Delaware
Procurement Officer II**

Ms. Necia Beck
100 Enterprise Place Suite 4
Dover, Delaware 19904
Phone: 302-857-4552
Necia.beck@delaware.gov

The following terms and conditions are an extract from American Partner Technologies (AMPT) award of contract GSS22659 and clarify our awarded professional services training contract accessibility to all Delaware agencies, sub-divisions, schools, municipalities, and other government organizations within the state.

American Partner Technologies, LLC's (AMPT) State of Delaware Contract Officer Point of Contact is:

Necia Beck
State Contracting Procurement Officer II
State of Delaware, Government Support Services
100 Enterprise Place, Suite 4
Dover, DE 19904
(302) 857-4552
necia.beck@delaware.gov
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Contract Terms and Conditions

Mandatory Contract Use REF: Title 29, Chapter 6911(d) Delaware Code.

All Covered Agencies as defined in 29 Del. C. § 6902(6) shall procure all material, equipment and nonprofessional services through the statewide contracts administered by Government Support Services, Office of Management and Budget. Delaware State University, Delaware Technical and Community College, school districts, and the Legislative Branch are specifically exempted from the mandatory use requirements of this subchapter. In addition, the Delaware Transit Corporation is exempt from the entire procurement chapter. Pursuant to 29 Del. C. § 6904(l) and (n) respectively, the Department of Elections and the Board of Pension Trustees have certain exemptions from the procurement chapter which may or may not apply to this Request for Proposals.

This contract shall be accessible to any School District, Political Subdivision, Municipality, Volunteer Fire Company, or higher education entity receiving state funds. Furthermore, this contract shall be accessible to all other entities as identified by Del. Code, Chapter 69, Title 29 § 6910. B.

Cooperative Use of Award.

As a publicly competed contract awarded in compliance with 29 DE Code Chapter 69, this contract is available for use by other states and/or governmental entities through a participating addendum. Interested parties should contact the State Contract Procurement Officer identified in the contract for instruction. Final approval for permitting participation in this contract resides with the Director of Government Support Services and in no way places any obligation upon the awarded vendor(s).

American Partner Technologies, LLC
Management, Consulting, Training, and Project Experts

American Partner Technologies (AMPT) State of Delaware Professional Training Services Workshop List
Contract Number GSS22659

Workshop Name	Description	Unit Price	Duration	Participant #	ASL Interpretor Options (Online or In-Person)	Customization Available	Delivery Options
Trauma-Informed Approaches	The overarching goal for this training is to build staff capacity to use a trauma-informed approach when assisting individuals in distress. The trainings will cover the following goals: Understand trauma, including vicarious or secondary trauma, and its impact on individuals. Increase comfort and understanding of how to work with youth who may have experienced Adverse Childhood Experiences or Adverse Community Environments. Understand how to build resilience in and strengthen connections. Understand how to build your own resiliency and why this is important.	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online Class
Exploring & Unpacking Privilege	This workshop: 1) Defines privilege; 2) Explores the impact of privilege in an organizational environment; and 3) Provides a foundation for which managers can help personnel identify potential limiting beliefs and encourage the development of a growth mindset so that no one is left behind. This workshop will help participants recognize and 'unpack' the impact white privilege has on the classroom learning environment. The construct of privilege will be explored from both the faculty and student perspectives. This discussion will help provide a foundation for which faculty can help students identify potential limiting beliefs and encourage the development of a growth mindset so that no one is left behind.	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online Class
Implicit Bias & Microaggressions as Barriers to Equity	This workshop will define and discuss the impact of unconscious bias in the workplace and the difference between implicit and explicit bias. It will also examine the influence of bias on supervisor effectiveness and employee success. Strategies to increase supervisor self-awareness of the social and cultural factors that promote the persistence of bias will be offered and research on the source of implicit bias and stereotyping will be examined. Finally, strategies to increase supervisor awareness and accountability in unconscious bias will be identified. This workshop: 1) Defines and compare Implicit vs. Explicit Bias; 2) Explores landmark research on Implicit Bias; and 3) Defines the concept of Microaggressions and explores the implications of language (interpretation, possible intent, and possible impact).	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online Class
LGBTQI 101: Beyond the Alphabet - Creating and Maintaining Inclusive Environments	This workshop: 1) Explores sensitivity and the legal aspects related to building inclusive environments, with special attention to issues regarding sexuality and gender; 2) Increases awareness about terminology, experiences, resources and practices that promote the safety, inclusion and well-being of LGBTQI students; and 3) Addresses the question: How do we understand and acknowledge the intersections of sexual orientation, gender and gender stereotypes, race, ethnicity, immigration status, and disability?	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online Class
English for Occupational Purposes	The English for Occupational Purposes (EOP) training program will consist of instruction and practice to improve participants' overall intelligibility in spoken and written English. The topics related to speaking will address both pronunciation and communication strategies that are relevant to many skill levels and situations. Writing instruction will focus on common challenges in writing tasks that occur in the work environment. Training activities may be adjusted in terms of content and/or complexity, based on the skill level of participants.	$8,500.00	20 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom

Workshop Name	Description	Unit Price	Duration	Participant #	ASL Interpretor Options (Online or In-Person)	Customization Available	Delivery Options
Train-the-Trainer Workshop	This workshop will be presented in a seminar format. Brief lectures will be presented to introduce topics, followed by individual and/or group discussions and practical exercises. Presentation and discussion of the underlying theories and concepts for each topic will focus on preparing students to immediately begin applying the subject matter in their day-to-day teaching endeavors. The workshop will focus on the following areas: Making the Transition from Subject Matter Expert to Trainer, Principles of learning, Training design and methods, Delivery of training, Dealing with tough training situations, Groups, Diversity & Culture, Technology, Training On the Job, Student training presentations and critique.	$8,500.00	20 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
Supervisory Management Academy	This workshop is a customized series of eight modules designed to provide instruction and guidance on identified topics of interest, including but not limited to: Leadership, Managing Performance, SMART Goals, Employee Onboarding, Workflow and Budgeting, Motivating Employees & Customer Service, Quality Interviews & Candidate Selection, Building a Culture of Trust. This training is intended to provide participants with the knowledge, skills and ability, to become high performing team members.	$9,000.00	24 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
Efficiency vs. Effectiveness	This course analyzes the importance of organizational effectiveness and valid methods of measurement vs. operational efficiency, which can often compromise quality. This workshop will focus on Efficiency as a topic associated around work completion in organizational environments, and Effectiveness which times in the concept of accuracy, quality, and lean practices. The workshop will be presented in a seminar format. Brief lectures will be presented to introduce topics, followed by individual and/or group discussions and practical exercises. Presentation and discussion of the underlying theories and concepts for each topic will focus on preparing participants to immediately begin applying the subject matter in their day-to-day endeavors.	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
Conflict Management	This course will; discuss the reasons for conflict among employees and the negative effect it has on the employees in general. Several effective methods of resolving such conflict and the follow-up needed to regain and retain a cooperative work environment will be discussed. Conflict is perceived as a negative concept. Conflict Management introduces to participants and understanding and concept of how conflict can be channeled and managed to be healthy and productive to foster collaboration. The workshop will be presented in a seminar format. Brief lectures will be presented to introduce topics, followed by individual and/or group discussions and practical exercises. Presentation and discussion of the underlying theories and concepts for each topic will focus on preparing participants to immediately begin applying the subject matter in their day-to-day endeavors.	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
Customer Service Workshop	This seminar is designed to enhance the customer experience by instructing team members in new methods of providing customer satisfaction. This training will include several successful methods of maintaining a cheerful and upbeat attitude while dealing with a multitude of attitudes and personalities. Special attention will be given to diffusing irate customers and solving customer complaints using the "Listen, Apologize, Solve and Thank" method. Exercises include group discussions, role playing and responses several videos.	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom

Workshop Name	Description	Unit Price	Duration	Participant #	ASL Interpretor Options (Online or In-Person)	Customization Available	Delivery Options
Effective Individual and Organizational Communications	This training module iterates the importance of effective interpersonal communications in today's dynamic and constantly changing workplace. This program will include a discussion on the importance of interpersonal communications, the need for clear, concise language, and an awareness of the effects of biases, prejudices, and the challenges that cultural, gender and intergenerational differences have on effective communications.	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
Work Related Stress	The causes of employee workplace stress are examined along with the overall temperament of the work environment that may be a contributor to the overall stress. Effective methods of dealing with individual strain as well as changes in the work environment to reduce overall stress levels. Work related stress can become a hidden organizational or cultural variable which left unmanaged becomes overwhelming and debilitating to individuals. This workshop is intended to educate participants to causes of work related stress, how to identify work related stress, and how to manage work related stress to maintain a healthy workplace. The workshop will be presented in a seminar format. Brief lectures will be presented to introduce topics, followed by individual and/or group discussions and practical exercises. Presentation and discussion of the underlying theories and concepts for each topic will focus on preparing participants to immediately begin applying the subject matter in their day-to-day endeavors.	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
Initiative and Execution vs. Procrastination	The reasons for and the deleterious effects of procrastination will be discussed in detail, followed up by discussing effective methods of preventing procrastination among employees, supervisors, and managers. This workshop is intended to introduce participants to the concepts of taking initiative and executing actions to create self managed work environments, as well as the concept of procrastination, how to identify it, deal with it, and motivate self and others. The workshop will be presented in a seminar format. Brief lectures will be presented to introduce topics, followed by individual and/or group discussions and practical exercises. Presentation and discussion of the underlying theories and concepts for each topic will focus on preparing participants to immediately begin applying the subject matter in their day-to-day endeavors.	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
EQ vs. IQ (Emotional vs. Intelligence Quotients)	Emotional intelligence refers to the capacity of an individual to recognize their feelings and those of others. These techniques are applied to individuals and business situations for the individual and organization to become more effective and successful. This work shop is intended to help participants understand the differences between emotional intelligence applied in the workplace, compared to a persons reasoning ability and measured problem-solving compared to statistical norms. The workshop will be presented in a seminar format. Brief lectures will be presented to introduce topics, followed by individual and/or group discussions and practical exercises. Presentation and discussion of the underlying theories and concepts for each topic will focus on preparing participants to immediately begin applying the subject matter in their day-to-day endeavors.	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom

Workshop Name	Description	Unit Price	Duration	Participant #	ASL Interpretor Options (Online or In-Person)	Customization Available	Delivery Options
Leadership Traits and Styles	The various forms of leadership will be discussed, along with the situations in which each of these forms is most effective. Discussions will include classic examples of these leadership techniques and how each of these techniques might (or might not) work in today's turbulent work environment. Leadership Traits and styles introduces participants to different tools such as Briggs Myers, DiSC, and HRDQ tools used to identify leadership traits and teaches approaches to interpersonal interaction. The workshop will be presented in a seminar format. Brief lectures will be presented to introduce topics, followed by individual and/or group discussions and practical exercises. Presentation and discussion of the underlying theories and concepts for each topic will focus on preparing participants to immediately begin applying the subject matter in their day-to-day endeavors.	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
Organizational Behavior	The formation of different organizational "cultures" will be discussed along with the positive and negative behaviors they can foment from employees. Management can recognize and lessen the harmful effects of "less than optimum cultures among employees, supervisors, and managers. This workshop introduces personnel to the different concepts of personnel behavior that can be encountered in the work place and ways to manage and foster organizational behaviors. The workshops will be presented in a seminar format. Brief lectures will be presented to introduce topics, followed by individual and/or group discussions and practical exercises. Presentation and discussion of the underlying theories and concepts for each topic will focus on preparing participants to immediately begin applying the subject matter in their day-to-day endeavors.	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
Motivation, Subordinate Development and Delegation	This course applies classical motivational theories in a way that helps managers and supervisors identify methods of motivating employees to attain their highest level of motivation and maintain a positive attitude. Teaching employees to delegate and take responsibility for others' actions will also be discussed. This workshop introduces participants to ways to foster motivation, develop others to build personnel capacity, and learning how to delegate and follow up in a positive manner. The workshop will be presented in a seminar format. Brief lectures will be presented to introduce topics, followed by individual and/or group discussions and practical exercises. Presentation and discussion of the underlying theories and concepts for each topic will focus on preparing participants to immediately begin applying the subject matter in their day-to-day endeavors.	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
Team Building and Group Dynamics	This course will begin with an in-depth discussion of the importance of teamwork and how managers and team leaders can keep teams focusing on tasks while maintaining a high "team spirit. The forum will then lead to forming groups and group norms and subsequent dynamics and how team leaders and managers can deal with the adverse effects of group formation. This workshop is intended to introduce personnel to the concepts and approaches to team building and the dynamics often experienced in groups such as Group Think. The workshop will be presented in a seminar format. Brief lectures will be presented to introduce topics, followed by individual and/or group discussions and practical exercises. Presentation and discussion of the underlying theories and concepts for each topic will focus on preparing participants to immediately begin applying the subject matter in their day-to-day endeavors.	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom

Workshop Name	Description	Unit Price	Duration	Participant #	ASL Interpretor Options (Online or In-Person)	Customization Available	Delivery Options
Supervisory Management Academy Introduction	A introductory series to eight modules designed to provide instruction and guidance on identified topics of interest, including but not limited to: Leadership, Managing Performance, SMART Goals, Employee Onboarding, Workflow and Budgeting, Motivating Employees & Customer Service, Quality Interviews & Candidate Selection, Building a Culture of Trust. This training is intended to provide participants with the knowledge, skills and ability, to become high performing team members.	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
Quality Control and Assurance	This workshop will cover the importance of quality control coupled with a discussion of how standards are reset, reviewed, and managed. Successful techniques for measuring and establishing quality assurance standards will be discussed. This workshop introduces participants to the concepts of quality assurance which can include different mechanisms to measure outcomes, and quality control which includes establishing proper management systems and processes. The workshops will be presented in a seminar format. Brief lectures will be presented to introduce topics, followed by individual and/or group discussions and practical exercises. Presentation and discussion of the underlying theories and concepts for each topic will focus on preparing participants to immediately begin applying the subject matter in their day-to-day endeavors.	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
Risk Management and Mitigation	This workshop introduces participants to the concepts of risk, techniques to assess, measure, and prioritize risk, and how to establishes organizational practices to minimize or mitigate risk altogether. The workshop will be presented in a seminar format. Brief lectures will be presented to introduce topics, followed by individual and/or group discussions and practical exercises. Presentation and discussion of the underlying theories and concepts for each topic will focus on preparing participants to immediately begin applying the subject matter in their day-to-day endeavors. Effective techniques for risk assessment will be discussed, along with examples of why risk is essential to an organization in today's turbulent business environment. Further discussion will include risk mitigation techniques for reducing the full impact of harmful elements in the risk.	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
Leadership vs. Management	This workshop is intended to introduce participants to the two very different concepts of Leadership which surrounds the influence of people and responsibilities of such, compared to management which is focused on completion of actionable tasks. Classical forms of effective leadership techniques will be discussed with examples of why they were effective. Further discussion will iterate how managers can use effective techniques to motivate their workers and fulfill their other managerial duties of planning, organizing, and controlling. The workshop will be presented in a seminar format. Brief lectures will be presented to introduce topics, followed by individual and/or group discussions and practical exercises. Presentation and discussion of the underlying theories and concepts for each topic will focus on preparing participants to immediately begin applying the subject matter in their day-to-day endeavors.	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom

Workshop Name	Description	Unit Price	Duration	Participant #	ASL Interpretor Options (Online or In-Person)	Customization Available	Delivery Options
Time Management	This workshop iterates the importance of planning, self-organization, and managing the time to improve productivity and the quality of work. This module will include practical techniques and strategies for time management. It help participants to analyze their strengths and weaknesses, set their priorities, and manage the expectations of others to become more effective in the workplace.	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
Strategic Planning and Goal Setting	This workshop introduces participants to strategic planning concepts and processes, and how to channel strategy into goals and actions in the workplace. Techniques for successful strategic planning will be examined, including the SWOT Analysis, internal and external environment, and the ability of the organization to pursue that strategic plan as a long-range goal. The workshop will be presented in a seminar format. Brief lectures will be presented to introduce topics, followed by individual and/or group discussions and practical exercises. Presentation and discussion of the underlying theories and concepts for each topic will focus on preparing participants to immediately begin applying the subject matter in their day-to-day endeavors.	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online Class
Change Management, Innovation, and Creativity	Whether internal or external, change within organizations is a "given" in today's business environment. Examples of innovative techniques for capitalizing on internal and external change will be discussed, and successful techniques of creativity. This workshop introduces participants to concepts surrounding change management including emotional curves and different types of change, and how to foster change through innovation and creativity. The workshop will be presented in a seminar format. Brief lectures will be presented to introduce topics, followed by individual and/or group discussions and practical exercises. Presentation and discussion of the underlying theories and concepts for each topic will focus on preparing participants to immediately begin applying the subject matter in their day-to-day endeavors.	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online Class
Decision Making and Problem-Solving Models and Techniques	This workshop introduces participants to Decision Making and Problem-Solving Models and Techniques. This course will begin with discussing effective decision-making models and their application to management decisions and strategic planning. Then, examples and actual problems will give participants a functional understanding of these techniques. The workshop will be presented in a seminar format. Brief lectures will be presented to introduce topics, followed by individual and/or group discussions and practical exercises. Presentation and discussion of the underlying theories and concepts for each topic will focus on preparing participants to immediately begin applying the subject matter in their day-to-day endeavors.	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online Class
Group Dynamics and Team Building and Organizational Cohesiveness	A discussion of group dynamics from the first "forming" of the group to the "storming", where they initially become acquainted with "Norming" where they settle into groups and establish norms and begin "performing". Discussions will include keeping the group working effectively together. The workshop will be presented in a seminar format. Brief lectures will be presented to introduce topics, followed by individual and/or group discussions and practical exercises. Presentation and discussion of the underlying theories and concepts for each topic will focus on preparing participants to immediately begin applying the subject matter in their day-to-day endeavors.	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online Class

Workshop Name	Description	Unit Price	Duration	Participant #	ASL Interpretor Options (Online or In-Person)	Customization Available	Delivery Options
Job Satisfaction and Quality of Work life vs. Frustration, Stress and Low Morale	This course begins with discussions of how job satisfaction can serve as an excellent workforce motivator and assuage problems with frustration, stress, and low morale. Discussions will include methods of counseling individuals and groups that exhibit characteristics of low morale. This workshop introduces participants to the concept of job satisfaction to understand ways to promote buy-in, self performance, and ownership to increase Quality of Work life and manage frustration, stress and low morale. The workshop will be presented in a seminar format. Brief lectures will be presented to introduce topics, followed by individual and/or group discussions and practical exercises. Presentation and discussion of the underlying theories and concepts for each topic will focus on preparing participants to immediately begin applying the subject matter in their day-to-day endeavors.	$2,200.00	4 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online Class
Microsoft Office 365 (Word, Excel, and PowerPoint)	The intended purpose of the training is to provide participants with the knowledge, skills and ability to perform basic functions in the use of computer applications and handling of storage media. Through the use of a simulation lab for part of the learning, the training course will assist employees in becoming proficient in the fundamentals of Microsoft Office 365.	$3,600.00	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online Class
Grant Writing for Results	Community-based professionals in local government, nonprofit organizations, fundraisers, state and local agencies and K-12 education are invited to learn winning grant writing techniques and proper grant management.	$3,600.00	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
Diversity, Leadership, and Innovation at Work	This course is designed to help participants flourish by embracing the essence of different types of diversity and identify the benefits of working with and leading employees in a diverse landscape. They also will gain understanding into the interdependent relationship between diversity, innovation and profitability. This workshop is designed to allow participants to develop a better understand of diversity in the work place, how to encourage diversity and its acceptance, and how to use diversity to encourage collaboration and innovation in a positive manner. The workshop will be presented in a seminar format. Brief lectures will be presented to introduce topics, followed by individual and/or group discussions and practical exercises. Presentation and discussion of the underlying theories and concepts for each topic will focus on preparing participants to immediately begin applying the subject matter in their day-to-day endeavors.	$3,600.00	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
Enhance E-Learning with Articulate Storyline	Learn how to create interactive simulations using Articulate Storyline. This is ideal for creating "how-to" tutorials, orientations, and trainings to help your learners become comfortable and competent on a subject of your choice. These simulations use dynamic quizzing and provide on-screen prompts that will show users exactly where to click.	$3,600.00	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online Class
Fundamentals of Excel	This training will show you how to use Excel's critical formulas, functions, and features to create powerful dynamic spreadsheets. By combining these skills, you will become comfortable and confident using Excel to format data and utilize formulas to manipulate a spreadsheet in tabular format.	$3,600.00	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online Class

Workshop Name	Description	Unit Price	Duration	Participant #	ASL Interpretor Options (Online or In-Person)	Customization Available	Delivery Options
Microsoft Excel - Creating Visual Dashboards for Data Analysis and Presentation	Using this data analysis and spreadsheet tool, you'll learn about different data types, write custom formulas and built-in functions, and transforming your data into charts, graphs, and other powerful visualizations. You'll also learn how to write custom expressions to validate data, join together literal strings of text, and how to use relative and absolute references. Finally, we'll show you how to use data manipulation techniques such as pivot tables and conditional formatting to create dashboards and 3D charts for communicating information visually.	$3,600.00	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online Class
Diversity and Inclusion Workshop Series	This workshop is designed to introduce participants to the following concepts regarding Diversity and Inclusion: Exploring & Unpacking Privilege: 1) Define white privilege; 2) Explore the impact of privilege in an organization environment; and 3) Provide a foundation for which management can help personnel identify potential limiting beliefs and encourage the development of a growth mindset. / Implicit Bias & Microaggressions as Barriers to Equity: 1) Define and compare Implicit vs. Explicit Bias; 2) Explore landmark research on Implicit Bias; and 3) Define the concept of Microaggressions and explore the implications of language (interpretation, possible intent, and possible impact). / LGBTQ: Beyond the Alphabet: Creating and Maintaining Inclusive Environments 1) Explore sensitivity and the legal aspects related to building inclusive environments, with special attention to issues regarding sexuality and gender; 2) Increase awareness about terminology, experiences, resources and practices that promote the safety, inclusion and well-being of LGBTQ personnel; and 3) Address the question: How do we understand and acknowledge the intersections of sexual orientation, gender and gender stereotypes, race, ethnicity, immigration status, and disability. / Culturally Competent Communication: Can you think of a career that does not require communication? In our global economy, workplaces are becoming more and more diverse. This workshop introduces the dynamics of verbal and nonverbal communication. Normative communication styles and how they vary from intercultural and cross-cultural perspectives will be discussed. The nuances of how social meaning is derived from various forms of communication will also be explored. / Cultural Awareness in the Workplace: This workshop provides an overview of how cultural knowledge can be leveraged for more productive interactions in the workplace. How implicit/explicit bias and microaggressions can lead to a hostile work environment will be explored. The construct of Cultural Humility will be introduced to promote safe workspaces.	$4,500.00	16 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
AMPT Succeeding with Emotional Intelligence	Emotional Intelligence is the capacity for recognizing our own feelings and those of others, for motivating ourselves, and for managing emotions well in ourselves and in our relationships. EI describes abilities distinct from, but complementary to, academic intelligence or the purely cognitive capacities measured by IQ. Succeeding with emotional intelligence orients participants toward accomplishment and goal attainment with others. This course explores the topic of emotional intelligence and provides participants with the knowledge and skill to apply emotional intelligence to specific business situations to become more effective and successful. Recent research into EQ shows that emotional intelligence is more than 85% of what separates star performers from the average performer.	$3,937.00	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom

Workshop Name	Description	Unit Price	Duration	Participant #	ASL Interpretor Options (Online or In-Person)	Customization Available	Delivery Options
AMPT Leading with Emotional Intelligence	Emotional Intelligence is the capacity for recognizing our own feelings and those of others, for motivating ourselves, and for managing emotions well in ourselves and in our relationships. EI describes abilities distinct from, but complementary to, academic intelligence or the purely cognitive capacities measured by IQ. Leading with emotional intelligence orients participants toward the responsibility of influencing and creating environments in the workplace. This course explores the topic of emotional intelligence and provides participants with the knowledge and skill to apply emotional intelligence to specific business situations to become more effective and successful. Recent research into EQ shows that emotional intelligence is more than 85% of what separates star performers from the average performer.	$3,937.00	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
AMPT Critical Thinking and Problem Solving	Each person's ability to think critically and think well is essential for success, both personal and organizational. In fact, critical thinking is at the root of all that we do well. Unfortunately, critical is hard work. The mind – left on its own, can ignore logic, refuse to look at the facts, generate ludicrous ideas and be overwhelmed with emotion – just when quality thinking is needed the most. It is often just easier to rely upon past patterns and habits. This course explores the issues affecting critical thinking and presents a model to help participants improve problem solving and decision making. Additionally, participants will be introduced to a variety of tools and techniques to improve critical thinking and to achieve higher levels of productivity. By applying critical thinking to the tasks and challenges faced at work, participants will begin to experience breakthroughs never thought possible.	$3,937.50	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
AMPT Leadership Development	This practical and results-oriented skill building course is designed to enhance an organization's leadership capabilities and to provide experienced managers with proven leadership tools and techniques that can be put into practice immediately upon returning to the workplace. Effective leadership is fundamental to creating and sustaining a healthy and vibrant organizational culture. For organizations to be successful they cannot afford to simply allow leaders to learn "on the job." It is not a sink or swim situation. The learning curve is way too steep to simply learn on your own and the consequences of poor leadership too significant to let it just happen. To develop leadership skills in the adult learner you must engage them in the learning process. You must challenge them and help them 'choose to lead' if you want to affect long-term behavior change. The design of this course enables participants to transfer course content and learning from the classroom to the workplace. Participants will reflect on their attitude towards management and leadership and discuss the implications of accepting a leadership role.	$3,937.50	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
AMPT Leadership Skills for Project Managers	This practical and results-oriented skill building course is designed to develop the leadership skills necessary for Project Mangers to better lead their project teams and bring their projects to a successful conclusion. This course will give both experienced and less experienced Project Mangers proven leadership tools and techniques that can be put into practice immediately upon returning to the workplace. Effective project team leadership is critical to the overall success of the project or initiative. To successfully lead project teams, project managers cannot afford to simply learn "on the job". It is not a sink or swim situation. The learning curve is way too steep to simply learn on your own and the consequences of poor leadership to the project outcome too significant to let it just happen over time.	$3,937.50	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom

Workshop Name	Description	Unit Price	Duration	Participant #	ASL Interpretor Options (Online or In-Person)	Customization Available	Delivery Options
AMPT Leading and Managing High-Performing Teams	This practical and results-oriented skill building program is designed to develop the leadership and management skills necessary for team leaders to better lead project teams and bring projects to a successful conclusion. This program will give both experienced and less experienced team leaders proven tools and techniques that can be put into practice immediately upon returning to the workplace. Effective project team leadership is critical to the overall success of the project or initiative. To successfully lead project teams, team leaders cannot afford to simply learn "on the job". It is not a sink or swim situation. The learning curve is way too steep to simply learn on your own and the consequences of poor leadership to the project outcome too significant to let it just happen over time. To develop leadership and management skills in the adult learner you must engage them in the learning process. You must challenge them and help them 'choose to lead' if you want to affect long-term behavior change. During this program, participants will reflect on their attitude towards management and leadership and discuss the implications of accepting a team leadership role. Participants will be given opportunities to practice skills to establish effective and collaborative working relationships within their teams and enhance their team's collective potential and performance. At its core, leading teams is about empowering team members to operate more freely, think and respond creatively and support one another within a team environment.	$3,937.50	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
AMPT The Essential Manager's Toolbox	This practical and results-oriented skill building course is designed to provide managers with the tools and techniques essential to their success. The design of this course enables participants to transfer course content and learning from the classroom to the work place. Effective management is fundamental to creating and sustaining a healthy and vibrant organizational culture. After attending this course, managers will be able to successfully adjust their management style to fit the situation, create a motivating environment to maximize organizational effectiveness, access a variety of influence strategies, and effectively communicate to improve performance.	$3,937.50	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
AMPT Successful Change Leadership	Change is inevitable. In fact, in today's fast-changing world, change is one of the few constants. Unfortunately, so is the reluctance to change and the accompanying resistance. Research findings indicate that anywhere from fifty to eighty percent of organizational change initiatives fail to meet their stated objectives. One obvious conclusion – most organizations fail to properly prepare and implement change. The shame of it is, most, if not all, of the negative consequences of change can be avoided. Recent research on change indicates that we must pay appropriate attention to the human side of the change equation if we want to ensure successful change. When we fail to address the people side of change, whether intentionally (to speed up the process) or unintentionally (how was I to know?) a successful outcome is jeopardized. This course addresses the psychology of change and its impact on employees. Course participants will receive the tools, techniques and skill development opportunities that will enable them to successfully implement change. Participants will learn how to work with key stakeholders in ways that builds support and ensures positive outcomes. With the proper planning and implementation, you will be able to generate and maintain the momentum necessary for successful change.	$3,937.50	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom

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AMPT Effective Communication Skills	Borrowing from the world of business, the three critical elements to success in an organizational setting are: Communications, Communications, Communications. Whether the audience is an entire organization or a single individual, effective communication requires bringing together different points of view and relaying information without losing clarity or focus. While frustrating communication gaps and misunderstandings can take a heavy toll on organizational effectiveness and can have a serious impact on relationships with customers and clients, effective communications establishes a connection that leaves a powerful impression. This course introduces practical tools and techniques for putting an end to miscommunication. Participants learn how to develop effective communications skills, improve their people skills and expand their ability to influence and gain commitment from colleagues, subordinates and superiors. Participants will practice strategies for opening the lines of communication to end energy-draining feuding and infighting between individuals and within teams and departments.	$3,937.50	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
AMPT Effective Coaching Skills	The role of the coach/mentor is critical in today's organizations. Organizations are changing. They are getting smaller and flatter. Coaching is not just telling people what to do; it also involves helping them achieve their fullest potential. Successful coaches have to assume a variety of other roles such as team leader, counselor, listener, facilitator and director. Coaching is a process of developing employees by providing them with opportunities to develop their skills and experiences while ensuring they receive continuous feedback, counseling and follow up.	$3,937.50	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
AMPT Business Writing	This course focuses on increasing writing power appropriate to the audience and the message. With the aid of a coach, students practice effective writing as a three-step process of drafting, editing and proofreading, and revising a document into final form. Effective writing is concise, clear, and accurate. Written communication, to be credible, must meet grammatical rules and guidelines. This course demonstrates techniques for efficient writing, editing and finalizing documents to meet various business requirements and situations. The course shows participants how to develop a variety of documents and the specific elements of each type, including emails, proposals, reports and procedures. Also, participants learn techniques for creating the proper tone and readability level. The outcome is to increase the participant's ability to issue clear and compelling written documents that facilitate the organization's mission and to deliver services that meet the changing needs of customers and other stakeholders.	$7,875.00	16 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
AMPT Capturing Business Requirements - Methods and Techniques	This course trains participants to use the requirements management framework and associated tools to identify true stakeholder requirements early in the lifecycle. Doing so increases stakeholder involvement, makes for better communication between project personnel and stakeholders, and thus, reduces the time and cost to complete projects. The course will be broken into segments separated by a period allowing students to practice what they have learned on the job. The first segment will establish a foundation for the work of an analyst, an introduction to the requirements management process and an introduction to methods and tools. The second segment will consist of a deeper dive into the tools with a focus on total systems modeling. Also, the relationship between requirements and test cases will be examined and participants will practice the development of test cases for both functional and non-functional requirements. Lastly, participants will create a personal action plan for use after the course.	$3,937.50	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom

Workshop Name	Description	Unit Price	Duration	Participant #	ASL Interpretor Options (Online or In-Person)	Customization Available	Delivery Options
AMPT Conducting Visual Meetings	In this course participants learn how to incorporate visual techniques into your meeting agendas. In doing so, people will actually want to come to meetings. Participants learn why some are reluctant to do this, various techniques to employ for different agendas, the ins and outs of working with paper and pens and tips and techniques for making your meetings more successful. We will use the techniques in the course and participants will get the opportunity to experiment and practice.	$3,937.50	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
AMPT Creating and Presenting an Effective Business Case	This course provides participants with a means to examine the six aspects of feasibility: technical, risk, economic, legal, operational and schedule. Participants learn to perform cost/benefit and risk analyses and to use a weighted decision model to evaluate alternative solutions to a business initiative. They also learn how to assemble and communicate the business case in the business language that decision makers understand.	$3,937.50	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
AMPT Creating Competence - Instructional Design that Works	This course provides participants with the skills to develop instruction that will allow for the transference of a competency from a teacher to a learner. To derive maximum benefit from this course, participants will work on actual lesson plans and instructional designs and are requested to bring materials for a course to modify or an assignment to develop a course. Creating Competence gives the participants the chance to learn the new, creative techniques of accelerated learning, and to apply proven principles of learning theory and cognitive psychology to instructional design.	$7,875.00	16 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
AMPT Data Visualization	The amount and complexity of information produced is increasing at staggering rates. Often just using intuition makes the information difficult to understand and interpret. Well-designed visual interpretations of data improve comprehension, communication, and decision making. This course introduces data methods, and techniques that increase the understanding of complex data. The focus is on conveying ideas effectively with visually appealing charts, graphs and maps. Participants will learn to create a clearer, more meaningful picture of complex statistics and publicly available data, tell stories and create beautiful and effective graphs and charts.	$3,937.50	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
AMPT Designing Successful Briefings and Presentations	In this course participants learn to plan for, structure, and prepare briefings for others to deliver. They will learn practical techniques to communicate and reinforce the message by focusing on the presentation objective and the audience's needs. Indirectly, they will be able to help the presenter deal with difficult situations. And they will learn how to incorporate various visual support materials into the presentation.	$3,937.50	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
AMPT Facilitative Leadership	Leaders know that collaboration is necessary. Facilitation adds a new dimension to the new face of leadership. Facilitative Leadership is about giving executives, managers and supervisors, and other leaders the skills and techniques to fully engage a group and get the right things done well. Participants receive step-by-step approaches and best practices for problem-solving, decision-making, generating and evaluating ideas, achieving consensus, managing dysfunction and difficult participants, and gaining commitment to actions that align with the goals of the organization. The course uses discussion, role-playing exercises, videos, learning instruments, and individual and team activities that allow for experimenting and practice.	$7,875.00	16 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom

Workshop Name	Description	Unit Price	Duration	Participant #	ASL Interpretor Options (Online or In-Person)	Customization Available	Delivery Options
AMPT Introduction to Agile Methods	Agile concepts, tools and techniques provide an alternative to traditional approaches. More and more there is pressure on teams to produce high quality products and services quickly. This course is designed to provide participants with the requisite knowledge to explore how agile concepts can be employed to enhance project performance. Participants learn the roots of the agile movement, key concepts, definitions, and various tools and techniques. Group discussions will be augmented with intriguing activities designed to reinforce fundamental agile principles.	$3,937.50	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
AMPT Introduction to Survey Design	This course provides students the background, knowledge, tools, and critical thinking skills to build and administer meaningful surveys. Students will learn a step-by-step process: students will learn to plan, design, create and administer effective surveys. In addition, they will learn how to analyze the results, draw conclusions, and effectively present their findings to others. This course is hands-on. Participants will work through each step of the survey process. Each student's work – the survey and the presentation of results will be critiqued by the class participants, thus delivering immediate feedback for improvement. Participants are encouraged to bring along a current questionnaire or notes regarding a planned or current survey of your own which you can work with during the exercise sessions.	$3,937.50	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
AMPT Managing Projects and Priorities	This course provides participants the skills to make a significant and immediate impact on daily productivity. They will identify old, non-productive habits and replace them with the proven habits of top achievers. Most importantly they will discover the key to focusing their efforts on the most important items both professionally and personally. This allows them to produce results that meet their organization's goals and do so on time and within budget. In this course, students work through a series of activities and create a process that they can transfer to their lives. In doing so, they will discover the key to focusing their efforts on the most important items both professionally and personally. This allows them to produce results that meet their goals.	$3,937.50	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
AMPT Process Data Modeling	Commonly accepted in today's complex business environment is the notion that vague, inaccurate or incomplete requirements spell doom for development projects, particularly those involving Information technology. It has been shown that the use of various modeling methods and techniques can increase user involvement, make for better communication between development personnel and users, and thus, reduce the time and cost to develop solutions. This is truly one case where a picture is worth a thousand words. This course provides techniques for effectively analyzing any aspect of an organization and modeling how things work, the source of problem areas, how things should/could work and the data requirements and business logic required for them to work correctly. These techniques include data flow diagrams, entity-relationship diagrams, data dictionary, Use Case scenarios, structure charts showing functional decomposition and various tools for representing business rules. This is an intensive course with a great amount of exercises and discussion. Individually and in small teams, participants learn by doing, first with small exercises to learn the concepts, then in more complex problems to provide total job practice.	$7,875.00	16 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom

Workshop Name	Description	Unit Price	Duration	Participant #	ASL Interpretor Options (Online or In-Person)	Customization Available	Delivery Options
AMPT Project Management Introduction	This Project Management course is designed for the first-line project manager or project leader. This course covers those subjects the leader must know in order to plan, schedule, and control a project. These subjects include estimating techniques, PERT and Gantt charts, resource allocation, status reporting, etc. In addition, participants will learn about varying management styles (theirs included) and how to apply this knowledge when managing others. Finally, a portion of the course is spent on personal time management and how it applies to one-person projects.	$7,875.00	16 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
AMPT Root Cause Analysis	To achieve continuous process improvement, people in organizations need a proven method for uncovering the root cause of problems. This course will enable participants to apply a method for uncovering the root cause(s) of problems and to solve them correctly and quickly. In addition, they will learn several tools that can be used in conjunction with the method or used separately. These tools and techniques include Ishikawa (Fishbone) diagrams, 5 Whys, Pareto Charts, Process Models, Creative Thinking, and Assessing Adverse Consequences. Participants also will learn about facilitating a problem-solving session regardless their level of subject matter expertise.	$3,937.50	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
AMPT Systems Analysis Boot Camp	Times of rapid technological and global growth provide today's organizations, public and private, with a tremendous challenge. That challenge is to effectively use its resources to create uncover and exploit opportunities for innovation and growth --to add value to its products and to its services. At the heart of this challenge is the systems analyst (Sometimes acting as a business analyst and sometimes as a requirements analyst). The Systems Analysis Bootcamp provides experienced analysts with a road map for meeting that challenge. It covers initial problem analysis, goal setting, creating a business case, planning, eliciting, analyzing and structuring requirements, assessing feasibility, generating alternative solutions and, if students are to take the lead playing a business analyst role, presenting the results of a business case to decision-makers. If the analyst is taking more a lead in requirements management, then a walk-through of systems models and other artifacts may be more appropriate. At the core of this course is a intensive Business School type case study that immerses the student in total job practice. Video taped interviews and presentations provide maximum reinforcement of skills. Solving real business problems in the classroom gives participants not only the skills, but also the confidence to provide effective solutions and to recognize new opportunities for their organizations. This course uses our exclusive "immersion" method of teaching. Participants are thrust into a simulated "real life situation" where they actually practice and solve real business problems. Format(s): Course is available in both Online and Event/Classroom format.	$10,062.50	24 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom

Workshop Name	Description	Unit Price	Duration	Participant #	ASL Interpretor Options (Online or In-Person)	Customization Available	Delivery Options
AMPT Total Systems Modeling	It has been shown that the use of various modeling methods and techniques can increase user involvement, make for better communication between development personnel and users, and thus, reduce the time and cost to develop solutions. This is truly one case where a picture is worth a thousand words. This course provides techniques for effectively analyzing any aspect of an organization and modeling how things work, the source of problem areas, how things should/could work, and the data requirements and business logic required for them to work correctly. These techniques include process models, user stories, entity-relationship diagrams, data dictionary, Use Case scenarios, structure charts showing functional decomposition and various tools for representing business rules. This is an intensive course with a great amount of exercises and discussion. Individually and in small teams, participants learn by doing, first with small exercises to learn the concepts, then in more complex problems to provide total job practice.	$7,875.00	16 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
AMPT Strategies for Sustainability	Sustainability is the the most pressing issue facing public and private institutions, industries, businesses, and individuals. Strategic Planning for Sustainable Organizations provides students an insight into how organizational leadership develops vision, mission, objectives, goals, and communication plans to create a business culture embracing sustainability. Students are provided an understanding of strategic planning techniques integrating sustainability can improve the organization's operational and financial performance, mitigate risks, and contribute to higher quality, and competitive advantage. Students will be introduced to concepts relating to costing, operational and capital improvement decision-making, risk assessment, cost / benefit and profitability analysis, supply chain, other external value relationships, avoidance of liability, and other legal implications, to show the overall value of a business strategic plan that includes sustainability.	$3,937.50	8 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Online, Event, or Classroom
ASL translator can be assigned through our Office of Disability Services for Event - Classroom	ASL translator can be assigned through our Office of Disability. This line provides a "per hour" cost for an American sign language interpreter for in person event-classroom training to accompany training expert. At the request of the client, the per hour cost of the trainer would be multiplied by the total duration hours of the workshop. The Interpreters total cost would then be added to the cost of the workshop. (total burdened) *Unit of Measure: Per Hour* *Options: In-person, Offsite Training Center* *Please note when ordering an in-person translator, the cost of the translator services hourly rate must be added to the cost of the selected workshop. When ordering a translator as an addition to an in-person workshop, be sure to order the translator hours matching the workshop duration. Example / 1 workshop with an 8-hour duration will require you to order a quantity of 8 translator hours.*	$ 215 hr	NA	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Other

Workshop Name	Description	Unit Price	Duration	Participant #	ASL Interpretor Options (Online or In-Person)	Customization Available	Delivery Options
ASL translator can be assigned through our Office of Disability Services for Event - Online	ASL translator can be assigned through our Office of Disability. This line provides a "per hour" cost for an American sign language interpreter for online classroom training to accompany training expert. At the request of the client, the per hour cost of the trainer would be multiplied by the total duration hours of the workshop. The Interpreters total cost would then be added to the cost of the workshop. (total burdened) *Unit of Measure: Per Hour* *Options: Online* *Please note when ordering an online translator, the cost of the translator services hourly rate must be added to the cost of the selected workshop. When ordering a translator as an addition to an online workshop, be sure to order the translator hours matching the workshop duration. Example / 1 workshop with an 8-hour duration will require you to order a quantity of 8 translator hours.*	$ 125 hr	NA	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Other
Designer Services for Course Redesign Beyond $25% of Course Content	Designer Services for Course Redesign Beyond 25% of Course Content. This line provides a designer and administrative services to, at the clients request, redesign courses beyond 25% of their current content. At the request of the client, AMPT will provide a quote to the client based on the rate provided to design or redesign course content for a customized experience. Upon the clients acceptance of the design / redesign proposal, the designers total cost would then be added to the cost of the workshop. (total burdened) *Unit of Measure: Per Hour* *Options: Online* *Required when Redesigning Beyond 25% of existing course content, or for full course design. When ordering course design services, please order a quantity of (1). An AMPT representative will contact you to provide either a firm-fixed price, or time and material proposal for the service.*	$ 185 hr	NA	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Other
AMPT's 360 Survey for Individual Development Feedback Confidential Report Package Electronically Delivered	In addition to formal workshop and curriculum training, AMPT provides administration of our own proprietary AMPT North Star 360 review which is a personal feedback tool that requests users to seek out their own personal feedback regarding different aspects of their skills in the workplace. The survey is not misconstrued as a performance appraisal, and participants are taught how to properly frame, solicit, and constructively interpret feedback from their managers, coworkers, direct reports, or personal points of contact. A 360 review seeks to compile personal feedback through new communication channels to construct their own independent personal development program (IDP). Personnel engaged in self-managed feedback from all levels of the organization learn the benefit of creating buy-in and networks through listening, learn to take critique objectively, and become empowered to continuously looks for ways to learn, grow, and improve on their own. 360 Surveys are also an exceptional method for individuals to learn how to complete Individual Development Programs (IDP's) required to complete advanced Executive Core Qualifications (ECQ) training. *Unit of Measure: Per* *Options: Online Electronic Only* *Individual Development Feedback Confidential Report Package Electronically Delivered. When ordering, please select the quantity matching the amount of personnel to receive the 360 survey. Surveys are one per person. Example, if you wish to order 15 surveys, select a quantity of 15 when ordering online.*	$ 455 per report	NA	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Other

Workshop Name	Description	Unit Price	Duration	Participant #	ASL Interpretor Options (Online or In-Person)	Customization Available	Delivery Options
AMPT's 360 Survey for Individual Development Feedback Confidential	After the participants receive and review their confidential 360 survey report, the client may decide to have participants use a coach to support the development and implementation of a Personal Action Plan. We offer, as an option, additional one-hour telephone coaching sessions, approximately (1) one week apart in a 360 Follow-up Coaching Package. At the conclusion of each call session, personnel have action steps to fulfill. *Unit of Measure: Per Call or Virtual Meeting* *Options: Call or Online Electronic Only* *When ordering executive coaching as an addition to the 360 survey, please select the quantity of calls or meetings you wish personnel to receive. For example, if you ordered (15) 360 surveys, and you wish each person to receive (1) executive coaching meeting, order a quantity of 15. If you wish each person to receive (2) meetings, order a quantity of 30.*	$ 275 per call	1 Hr	5 to 25	Yes - Add additional line item and cost.	Yes - Add additional line item and cost.	Other