

Professional Development Program Fact Sheet

Who should attend?

The Professional Development Program is for front-line to middle managers who manage both people and projects, and who have at least six months of experience in a management role.

Schedule: October 2015 - March 2016

This is a 48-hour course, occurring over nine classes. The course time commitments are evenly split between company time and individual time.

- Thursday, October 8, 2015 5:30 pm- 7:30 pm
- Friday - Saturday, October 23-24, 2015 8:00 am - 4:30 pm
- Friday, November 13, 2015 1:00 pm - 5:00 pm
- Saturday, November 14, 2015 8:00 am – 12:00 noon
- Thursday, December 10, 2015 5:30 pm - 8:30 pm
- Saturday, January 9, 2016 8:00 am - 4:30 pm
- Friday, February 19, 2016 8:00 am - 3:00 pm
- Friday, March 18, 2016 8:00 am - 3:00 pm

Curriculum

The 48-hour program includes 3 main segments, which are taught in a highly interactive, experiential way. Participants will finish the course with practiced skills that can be immediately used in the workplace, as well as a strong foundation for continued growth in their role.

Managing with Respect and Reason

Developing a leadership style that encourages and empowers those you supervise takes self-awareness and practice. This segment helps managers develop the practical skills and character traits necessary to keep their staff accountable and engaged.

- Managing self
- Managing others
- Managing conflict
- Managing engaging, motivation and performance

Leading Thriving Teams

Some teams just function, while others thrive. This segment explores the characteristics of productive, positive teams and the role of the manager in both creating and maintaining the culture of success within a department or division.

- Managing teams and independent contributors
- Managing change
- Managing projects
- Developing emotional intelligence in the team
- Creating action plans
- Managing high emotional or intensity “situations”

Building Organizational Competency

As a manager, you have an active role in removing silos and building a strong network of inter-dependent excellence, so that the organization as a whole works in concert. This final segment focuses on the perspective and skills necessary for those working on multi-departmental projects and those who support a leadership team.

- Managing change
- Managing power
- Managing internal and external stakeholders
- Managing up and down the organizational hierarchy
- Managing situations

Pricing: \$2600 per person

Available discounts, per person

\$250 For Alliance Members

\$250 For 3 or more participants from one company

\$475 Alliance Member registering 3 or more from one company

Pricing Chart with Discounts

# of People	Standard Price per person	Standard Total	Alliance Price per person	Alliance Member Total
1	\$2,600	\$2,600	\$2,350	\$2,350
2	\$2,600	\$5,200	\$2,350	\$4,700
3	\$2,350	\$7,050	\$2,125	\$6,375
4	\$2,350	\$9,400	\$2,125	\$8,500
5	\$2,350	\$11,750	\$2,125	\$10,625
6	\$2,350	\$14,100	\$2,125	\$12,750
7	\$2,350	\$16,450	\$2,125	\$14,875
8	\$2,350	\$18,800	\$2,125	\$17,000
9	\$2,350	\$21,150	\$2,125	\$19,125
10	\$2,350	\$23,500	\$2,125	\$21,250



Locations

Two Durango, Co locations will be used for classes. A course schedule with locations will be sent to each participant just before the program begins.

How to register

Register online at www.p4consult.com/professional-development-program/.

Paper registration forms area also available at the Alliance office.

Payment

Payment in full is due before the course begins. There are three options for payment:

1. Pay online with a credit card.
2. Register online, but choose option “ Mail in a check.” Checks should be mailed to P4 Consulting, Attn: Ellen, PO Box 3388, Durango, CO 81302. This option is also available if registering by paper.
3. Register online, but choose option “Invoice my company.” If you choose this option, P4 Consulting will call your office to obtain full details for the invoice, including a purchase order number. Invoices will be sent on October 1, 2015 and are payable in full by November 2, 2015. This option is also available if registering by paper.

Refunds

If a participant needs to cancel:

- Full refunds will be given until 30 days before the course begins (September 10)
- Between September 10 and October 8, if people on the waitlist or late sign-ups refill the space, a partial refund will be given. The partial refund is the full amount minus costs incurred for the DiSC assessment (estimated \$55).
- If the cancellation by the participant causes a company that has paid at a discounted price for 3 or more people to drop below 3 registered people, then the remaining registrations will revert to full price. The refund given for the cancellation will be reduced by the increase in per person cost for the remaining company registrants. It is a better deal to substitute a person at this point.

Substitutions

If a company needs to substitute a new person for a participant that is cancelling, they may do so at any time. Prior to 30 days before the course (September 10), this is a simple procedure. Between September 10 and October 8, if the first participant has taken the online DiSC assessment, then the company may substitute a new person by paying for the cost of the additional assessment (estimated \$55).