

Leadership & Management Consulting & Coaching

Organizational development (*Values-Mission-Vision & other Key Concepts*)

Planning assistance (*Strategic, Tactical, Project*)

Meeting Facilitation

Business Systems & Processes

Training: Leadership, Management, Meeting Facilitation, Sales & other topics

Primary activities focus on **enhancing Leadership performance & building effective teams** by using concepts & methods that are fundamental to the most useful principles of Total Quality Management (TQM), Situational Leadership, Six Sigma, "Re-engineering," Fish! & other proven philosophies & models.

From a first line supervisor's primary look at the fundamentals of Leadership & management to senior level Leaders/managers "refresher visits" to concepts and strategies that are lost in daily routines, "*burnt by the latest blaze*", or simply **OBE** (overcome by events) -- **Steve Hummel can Help!!**

Steve's Leadership & training background is extensive. Training activities started in 1973 & he began consulting on a frequent basis in 1988 after completing the intensive Performance & Productivity Consultant Certification. His first-hand experience with local, statewide & national businesses, along with government, military, high tech -- low tech -- no tech & non-profit organizations provides a solid foundation for high quality assistance in solving an organization's Leadership & management challenges.

Consulting & training activities cover a wide range of topics (pages #2 & #3) from strategic planning to interpersonal communication & group/team development, optimizing time, meeting facilitation, sales & Customer relations. **Leader transition retreats, planning sessions & team building workshops** (specialties) respond to the unique circumstances of Leaders and their teams while individual **Leadership coaching** develops targeted skills.

All planning & training sessions are heavy on group interaction & participation while very light on lecture. Small groups of 8 -16 provide the best results & large groups can be accommodated. Most topics can be addressed in various lengths of time from onsite introductory or refresher seminars (1 - 4 hrs.) to focused workshops (3 – 18 Hrs) to highly intensive sessions of several days (normally off-site).

TRANSITIONS+TRAINING +LEADERSHIP →HIGH PERFORMANCE!!

Transitions Unlimited!

STEVE HUMMEL

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TOPIC LIST

LEADERSHIP & MANAGEMENT **Coaching & Development**

***** ACTIVITIES FOR YOUR ORGANIZATION ARE TAILORED TO YOUR SPECIFIC NEEDS
BY SELECTING FROM THESE TOPICS --- & MORE! *****

<u>BLOCK #</u>	<u>TIME</u>	<u>TOPIC/ACTIVITIES</u>
01A	1-04 HRS	<u>INTRODUCTIONS, GROUNDING, FOCUS, DEFINITIONS</u>
02A	2-06 HRS	ANALYZING BEHAVIOR #1 (Self)
03A	2-06 HRS	ANALYZING BEHAVIOR #2 (Others)
04A	2-12 HRS	INTERPERSONAL COMMUNICATION
05A	2-12 HRS	EFFECTIVE WRITING
06A	2-12 HRS	OPTIMIZING TIME (Time Management)
07A	2-06 HRS	OPTIMIZING EMAIL
08B	2-30 HRS	<u>GROUP/TEAM DEVELOPMENT</u> (Team building)
09B	2-06 HRS	GROUP MEMBER ROLES, EFFECTIVENESS
10B	2-06 HRS	MOTIVATION
11B	2-06 HRS	SYNERGY
12B	2-04 HRS	GROUPTHINK
13C	2-30 HRS	<u>LEADERSHIP/MANAGEMENT</u>, POWER, AUTHORITY
14C	2-04 HRS	COACHING
15C	4-30 HRS	INDIVIDUAL LEADERSHIP COACHING(ONSITE SHADOW+)
16C	2-12 HRS	LEADING & OPTIMIZING CHANGE
17C	2-12 HRS	PROBLEM-SOLVING/DECISION-MAKING
18D	4-30 HRS	<u>PLANNING</u> (Long range/Strategic, short range/Tactical)
19D	4-24 HRS	VALUES, MISSION & VISION
20DVW	2-04 HRS	VISION WEB
21D	2-12 HRS	ACTION PLANS (Short range goals/objectives/projects)
22D	4-18 HRS	BUSINESS PLANS/CASES
23E	2-30 HRS	CONDUCTING <u>EFFECTIVE MEETINGS</u>
24E	2-24 HRS	GROUP FACILITATION
25E	2-12 HRS	PREPARING EFFECTIVE PRESENTATIONS
26E	2-24 HRS	DELIVERING EFFECTIVE PRESENTATIONS
27F	2-06 HRS	TEAM MEMBER SELECTION & RETENTION
28F	2-18 HRS	PERFORMANCE MANAGEMENT/IMPROVEMENT
29F	2-06 HRS	PERFORMANCE EVALUATION/COUNSELING
30F	2-06 HRS	PERSONAL COUNSELING

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<u>BLOCK #</u>	<u>TIME</u>	<u>ACTIVITIES</u>
31G	2-30 HRS	TOTAL QUALITY ACTIVITIES (TQM techniques/tools)
32G	4-30 HRS	ORGANIZATIONAL ASSESSMENT & STRUCTURES
33G	4-30 HRS	IMPLEMENTING SELECTED TQM CONCEPTS
34G	2-24 HRS	CUSTOMER SERVICE/RELATIONS
35H	2-18 HRS	STRESS MANAGEMENT
36J	2-6 HRS	DIVERSITY, EQUALITY, INCLUSION
37J	2-6 HRS	SEXUAL HARASSMENT
38J	2-6 HRS	CULTURAL DIVERSITY
39J	1-2 HRS	HIV/AIDS AWARENESS
40K	2-18 HRS	LABOR/MANAGEMENT RELATIONS
41S	1-10 HRS	SUMMARY/CLOSURE PROJECT/ACTIVITIES

TWKSHP 06 HRS -- 5 DAYS LEADER TRANSITION WORKSHOP

VMVSHP 06 HRS -- 5 DAYS VALUES, MISSION, VISION WORKSHOP

MTGFAC 12 HRS -- 5 DAYS MEETING FACILITATION WORKSHOP

- ◆ Times shown are typical for **GROUPS OF 8-16 & maximum of 6 Hrs/day**. However, ANY topic can be expanded by using additional small group/practical exercises, individual/group presentations & video observation/discussion -- depending on the level of focus & detail required to meet Client determined session objectives.
- ◆ **Larger groups** can be accommodated with adequate notice/preparation.
- ◆ **1-2 hour segments** are overview/introductory in nature & lecture oriented.
- ◆ **15 to 60 minute** staff/sales meeting presentations & lunch/dinner speaking engagements are available.
- ◆ **MOST TOPICS ARE "ON THE SHELF" – YET, CUSTOMIZED TO EACH GROUP.** SOME TOPICS REQUIRE SIGNIFICANT PREPARATION AND/OR SUB-CONTRACT WITH ANOTHER PRESENTER/FACILITATOR.
- ◆ **Other topics (Marketing, Selling, Advertising, Baldrige Quality & many more) can be developed specifically for your organization.**

Special activity areas: 1) OHIO REAL ESTATE SALES/BROKERAGE
to the equivalent of 20 college level quarter hours
2) OHIO Licensed Auctioneer

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