

Paul Glover Coaching

Committed to Achieving Individual & Organizational Improvement

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"It is not necessary to change. Survival is not mandatory."

W. Edwards Demming

Orland Park

PROPOSAL

Submitted by Maureen Keane & Paul Glover

(July 18, 2017)

THE PROJECTS: In June 2017, The Village of Orland Park, (hereafter “Orland Park”) requested *Paul Glover Coaching* (hereafter “Consultants”), as a part of the High Performance Organization Initiative, submits a Proposal to conduct:

1. A Leadership Workshop with the Orland Park Staff,
2. Focus Groups and Trust Workshop with the Public Works Department.
3. A Myers-Briggs Assessments/Coaching Program for six Development Service Department Employees.
4. A Myers-Briggs Assessments/Coaching Program for twelve Recreation Department Employees.

This Proposal is in response to that request.

THE PROPOSAL:

1. The PROPOSED Leadership Workshop contains these elements:

- a. A Pre-Workshop Assessment where the Orland Park Staff take the online Myers-Briggs Personality Assessment and meeting with the Consultants to discuss why this information is important and how they can use this information to better perform in their positions with the Village of Orland Park’s stakeholders.
- b. A four-hour Workshop with the primary topics being Communication, Collaboration, High Performance Team Building and Conflict Management.

2. The PROPOSED Public Works Department (hereafter “PWD”) Program contains these elements:

- a. A meeting with the Union representing the PWD to explain the Program and solicit its input about the issues to address.
- b. Six or more Focus Groups, consisting of 10 or less PWD Employees, to discover/confirm the issues that need to be addressed so the Department becomes a High Performance Team.
- c. A Written Report to the relevant members of the Leadership Team detailing the information collected through the PWD focus groups and containing recommendations for the issues disclosed in the PWD Focus Groups.
- d. A meeting with relevant members of the Leadership Group and the PWD Supervisors/Managers to discuss the PWD Focus Groups, the Written Report, and the recommendations for the issues disclosed by the Focus Groups.
- e. A four-hour Workshop with relevant members of the Leadership Team and the PWD Supervisors/Managers on Trust, its importance in developing a High Performance Work Team and how to create trust. In the Workshop, each participant creates an Action Plan to improve trust with their team (i.e. better communication, delegation, engagement). Participants choose an Accountability Partner and

have weekly Accountability Calls to monitor the progress of their Action Plans.

- f. Four weeks after the Trust Workshop a two-hour follow up meeting is held with the relevant members of the Leadership Team and the PWD Supervisors/Managers to discuss the progress of the Trust Initiative.
- g. A meeting with relevant members of the Leadership Team to discuss the next steps to take.

3. The PROPOSED Myers-Briggs Program for the 6 Development Service Department Employees contains these elements:

- a. A preparatory meeting with the Development Service Department Employees to discuss the reasons for the Myers-Briggs Program and its goals.
- b. Each of the Development Service Department Employees takes the online Myers-Briggs Personality Assessment.
- c. The Consultants meet individually with each Development Service Department Employee to discuss their Myers – Briggs Personality Profile.
- d. A follow-up meeting with the Development Service Department Employees Members to discuss how they can use this information for better communications, improved teamwork and more effective conflict resolution.

4. The PROPOSED Myers-Briggs Program for the 12 Recreation Department Employees contains these elements:

- a. A preparatory meeting with the Recreation Department Employees to discuss the reasons for the Myers-Briggs Program and its goals.
- b. Each of the Recreation Department Employees takes the online Myers-Briggs Personality Assessment.
- c. The Consultants meet individually with each Recreation Department Employee to discuss their Myers – Briggs Personality Profile.
- d. A follow-up meeting with the Recreation Department Employees Members to discuss how they can use this information for better communications, improved teamwork and more effective conflict resolution.

THE FEE:

The fee is **\$13,500.00** for the following:

1. The Leadership Workshop with the Orland Park Staff.
2. The Myers-Briggs Assessments/Coaching Program for the six (6) Development Service Department Employees.

3. The Myers-Briggs Assessments/Coaching Program for the twelve (12) Recreation Department Employees.
4. The Focus Groups and Trust Workshop for the Public Works Department.

Contact either Paul Glover or Maureen Keane to discuss the elements of this Proposal in detail.