



***SharedDirection*[™] Implementation Iroquois Job Corps Staff**

Presented to:

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Client Request

Iroquois Job Corps has been struggling to maintain an environment of unified teamwork as a staff of approximately one hundred. While they have made concerted efforts to create a solid team, the ability to transfer the shared experiences into applicable business practices remains a challenge. There is little understanding of how individual roles and responsibilities lead to achieving the required stats of the Center. There is also little standardization in setting direction and communicating progress against that direction. As a result, not only is the position of the Center weakened in the national stats, but there is a negative impact on the students.

Shared Results International has been asked to deliver SharedDirection™ Implementation for the senior staff of Iroquois Job Corps. The objectives are to ensure that all staff is 1) Unified in direction with appropriate goals, objectives and targets; 2) Exhibiting exemplary team unification and action; and 3) Focused in a communication process that enables individuals to continue to be propelled along the right track. An ancillary objective is to enable the core team to replicate the process and techniques throughout the organization by means of tiered assistance and coaching.

Project Description

Phase I – Preparation

Shared Results International (SRI) will work with the President of Satellite Services, the Iroquois Job Corps Center Director, and the Satellite Services' Executive Consultant to create a plan and process that ensures effective use of the allotted staff time, while achieving the desired outcomes. At a minimum, the preparation phase includes assisting or implementing the following:

- **President, SSI and Center Director:** Send letter to participants communicating the desired outcomes of the project, how the outcomes will be achieved, and what is expected of them as senior team members – in their positions and as participants of the SharedDirection Implementation project.
- **SRI:** Create pre-read package, agenda, pro-forma documents and process charts. Also, work with the Center Director in advance of the session to ensure his goals, objectives, and targets are effectively articulated and positioned for cascading.

- **Participants:** Prepare for the session by reading and absorbing the advance materials and bringing a list of major responsibilities and typical tasks to the work session in the provided format.

Phase II A – Initial Implementation

SRI will facilitate and coach the Iroquois core senior team (four individuals) in a one-day work session that will include:

- 1) A two-hour joint session to understand the short and long term purposes, the expectations of the participants, and the process itself. It will also include a clear knowledge of the Center Director's goals for the Center and how his direct reports are to feed their goals into his
- 2) A one-hour individual session with each direct report to formulate their specific goals, objectives, targets.
- 3) A one-hour joint session with the Center Director and his direct reports to share their individual goals and ensure that all of their goals are fully mapped to the Center Director's and that there are no gaping holes in the overall plan. Additionally, a solid goal communication plan will be defined that includes: one on ones, staff meetings, and monthly status reports.

Phase II B – Implementation Roll Out

SRI will facilitate and assist in coaching the second level senior team members – (the direct reports of the core senior team) in the same type of one-day work session completed in Phase II A. Not only will each person and their respective team go through the same process, attention will be paid to *how* the process is done so that each team member learns it and can coach others in it. This will entail four days of additional workshops – one per team.

Phase III – Goal Communications

SRI will facilitate the first three *Staff Sharing Meetings* and the first three *One-On-One Goal Progress* sessions with the Center Director and his direct reports (the core senior team). The intent is to identify and use effective meeting and decision-making tools that center around the promotion of the Center's Goals. Standard processes and simple documents will help ensure the process is repeatable and "cascadable". The monthly *Goal Accomplishment Status Report* process is included in the Staff Sharing Meetings.

Phase IV – Reinforcement

SRI will provide individual coaching for each core senior team member (5 individuals). This will entail monthly 1- hour sessions for three months. These sessions may be by phone.

Phase V – Evaluation

SRI will create and implement a pre and post staff survey to evaluate and quantify progress made in the elements of the SharedDirection™ process.

Satellite Services, Iroquois Job Corps and Shared Results will jointly identify national Job Corps measurements that may be influenced within the six month timeframe. Targets will be set and monitored each month from March through August.

Tasking, Schedule and Cost

Phase	Task	Time	Cost
I	Preparation (Letter, pre-read package, agenda, process, documentation)	Mar 1 - 5	Included*
II A	Initial Implementation – 8 hr day	Mar 8-12	\$ 800**
II B	Implementation Roll Out (Four additional full day sessions)	Mar 15 - 26	\$3,200**
III	Goal Communications (3 two-hour staff meetings; 3 half-day sessions for One On One meetings; Status Report process)	Mar - May	\$ 180***
IV	Reinforcement (15 coaching sessions)	Mar - May	\$ 90***
V	Evaluation (Pre and post survey – web-based)	Mar - Aug	Included *
TOTAL			\$4,270*

*One Time Occurrence: Because this project is a joint effort between Shared Results and Satellite Services to demonstrate how the SharedDirection™ process can transform an organization in a way that brings measurable and meaningful results, Shared Results is contributing this phase on a one time basis.

**One Time Occurrence: Again, due to the nature of a joint effort, Shared Results is basing the cost on the Government price of \$2,400 per day, and cutting it in one- third to cover the basic direct expenses.

***One Time Occurrence: To cover out of pocket expenses.

Terms and Conditions

- Quoted contract amounts are good for 30 days.
- Adjustments to contracts to be made in writing and pre-approved by both client and Shared Results International prior to implementation.
- A deposit of 50% is required on all projects and training sessions below \$15,000.
- Final payment due upon successful completion of the project.
- Terms: On time payments will be free of finance charges. 18% (annual percentage rate) on unpaid balances after due date.

Guarantee

We guarantee that you will be absolutely delighted with the final product, the interaction that we have with your people, and the smooth and efficient processes that we employ. Final payment is totally contingent on your complete satisfaction.

CLIENT ACCEPTANCE

Signed _____ Title _____ Date _____
Satellite Services Representative