

Letter of Agreement: Facilitation

Mark Fagerlin
Satellite Services Inc
309 South Front Street
Marquette, MI 49855

Thank you for asking us to facilitate an *All Staff Teamwork* retreat to introduce the plans for the next contract. We propose the following:

Establish a one-day schedule that will foster teamwork, reinforce the vision, introduce new staff members and students to our discovery process, and share the innovative direction for the next Iroquois Job Corps Center contract.

AGENDA DEVELOPMENT

Work with management team to develop a plan of action and content for the day. Develop an agenda that fosters interaction, builds program excitement and generates ideas to support the innovations. Prepare exercises, breakouts, evaluation and handouts (copies of handouts for 115 to be supplied by Center).

[12 hours @ \$95 / hr = \$1140]

FACILITATION

One-Day Workshop: Facilitate highly interactive teamwork and direction setting session that includes involving staff and students in shaping the planned innovation programs. Working with approximately 100 staff and 12 students with 3-5 facilitators from Shared Results, we will also involve previous staff attendees in key roles.

[1 day @ \$1360 / day = \$1360]

TIMEFRAME

The project will begin immediately, with the workshop scheduled for Friday, September 5, 2003.

PAYMENT AND GUARANTEE

A 49% deposit (\$1225) is due within seven days of the agreement with the remainder due upon completion of project. The final payment is solely contingent upon your satisfaction with the entire project.



Linda Keefe, Shared Results

Mark Fagerlin, Satellite Services

July 30, 2003
Date

Date



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