

BALANCING LIFE

Training and Development
Barker & Associates
730 Fawcett, Suite 4
Tacoma, WA 98402
(206) 272-2308



The **BALANCING LIFE** Programs are designed to educate and inspire the participants in an effective learning atmosphere; customizing the training approach (format) and the material to fit the client's specific needs.

BELIEF STATEMENT

We believe that training should have an impact and a lasting effect. When a client provides the opportunity for their staff to participate in training, it should be worth their effort. Training should be supportive and result-oriented. The cost of training should be brought down in line with the company's desire and ability to provide their business and staff with growth opportunities. We offer a money back guarantee on our training.

TRAINING FORMATS

- ☐ **Third Party Facilitation**
... for team building
- ☐ **Third Party Intervention**
... for problem solving
- ☐ **Building-Block Seminars**
... customized, on-going seminars
... supportive training format
- ☐ **Formal Presentation Seminars**
... in personnel development
... in organizational development

SEMINAR TOPICS

Below is a list of formal presentation seminars which have been offered by Barker and Associates. These topics can be formatted into any of the above training formats.

- Balancing Life: Internal/External Congruency
- Self-Knowledge — The Key to Success
- Behavior Identification and Modification
- Designing, Presenting and Managing Training Programs
- Increasing Your Value — Supervisors & Executive Personnel
- Establishing Productivity Through Effective Meetings
- Selecting and Managing Employees
- How to Work With People
- Communicating With People
- How to Get Things Done — On Time!
- Increasing Your Value — Secretaries & Support Personnel
- Resolving Conflict
- Public Relations
- Additional Customized Programs

These seminars can be tailored to meet YOUR specific needs — depending on training format, time and exact content choice.

PRELIMINARY NEEDS ASSESSMENT

THERE IS NO CHARGE FOR A PRELIMINARY NEEDS ASSESSMENT

INCLUDES:

- Individual interviews with key personnel
- Recommendation on training needs and the appropriate format to maximize the return on your training investment
- Evaluation of results after the completion of the training program

IN-DEPTH NEEDS ASSESSMENT: Charge depends on project.

Additional Services on Reverse Side