

APPLICATION
2017 INDIVIDUAL LEADERSHIP DEVELOPMENT GRANT
FOR HUMAN RESOURCES LEADERSHIP TRAINING

*Any 501(c)(3) nonprofit organization that provides services to Clay County residents **and has a minimum of five full-time paid employees** is eligible to apply for this grant.*

By completing this application your organization is requesting a grant to pay the tuition for one or two people from your organization to participate in Dynamic Corporate Solutions Inc.'s (DCSI) Human Resources Leadership Series I Program. DCSI's 2017 tuition rates are \$789 for the first person and \$739 for a second person. Thus, the total maximum possible award for this grant is \$1,528. If your organization is awarded this grant, it will be your organization's responsibility to register with DCSI for the 2017 training dates. We will request you to send us a Final Report upon completion of the Program. Please complete the following items one through twelve to apply for the grant.

1. Name and mailing address of your organization:
2. Employer Identification Number:
3. Contact person and title:
4. Email address and phone number of contact:
5. How does your organization impact the residents of Clay County? (In 200 words or less, please tell us your organization's "story"—who you are, why you exist, and your impact).
6. How many full-time staff do you have? How many part-time staff do you have?
7. How many regular volunteers do you have?
8. Have you read the attached curriculum and objectives for the DCSI *Human Resources Leadership Series I Program*?
9. Please provide the names of the members (no more than two) your organization is requesting a grant for tuition to participate in this Program, along with each member's title and role within the organization, and the length of time they have been involved with the organization. Please attach a current resume of the individual(s).
10. Please provide the names and business titles of your Board of Directors.
11. If you have never submitted a copy of your IRS 501(c) (3) Exemption Letter to the Paul & Klare Reinhold Foundation, please attach a copy with this application.
12. Please attach a copy of your most recent financial statement (statement of income and expenditures). If your most recent financial statement is included on pages 9-11 of your Form 990 tax return and it is available for review on guidestar.org, you do not need to attach a copy with this application.

Signature* (This application must be signed by your Executive Director, President or CEO, or Board Chair)

Date Signed

Printed Name and Title

All applications must be received in the Foundation office by Monday, November 14, 2016.

Applications will be accepted by mail, email, or hand delivery at the following:

Amy Parker, Executive Director

The Paul E. and Klare N. Reinhold Foundation, Inc.

1845 Town Center Boulevard, Suite 105

Fleming Island, Florida 32003-3358

aparker@reinhold.net (Please also call Amy at 904-269-5857 ext. 404 to verify receipt.)

The Foundation will make grant decisions in December. Applying organizations will be notified of the status of their application in January.



Leadership Series I
&
Leadership Series II
←————→
Information Packet

Presented by Dynamic Corporate Solutions, Inc.
1845 Town Center Boulevard, Suite 525
Fleming Island, Florida 32003
904.278.5383
www.dynamiccorp.com

Leadership Series – Flyer Sample



LEADERSHIP SERIES I

Management Training by DCSI

SPRING 2017

Leadership Series I

Dynamic Corporate Solutions, Inc. is pleased to announce the Leadership Series I sessions are now open. Each session will cover several topics relating to leadership training and provide attendees with the skills needed to supervise and manage within an organization.

Session Information

Each session will be conducted once a month for four hours, beginning at 8:30 am. Boxed lunch is included for the discussion hour to review case studies and discuss action plans.

Leadership Series I - \$789

Taught by HR Professionals

For more information:

hbarfield@dynamiccorp.com
904-278-5383

Four Sessions

- Your Role As A Leader (Management 101) - The series begins with an identification of effective leadership styles, positive examples and characteristics of good leaders, and how to apply these to your own situations. You'll learn how to recognize common mistakes, how to avoid them, how to develop action plans, and understand laws that impact your responsibilities as a supervisor.
- Communication & Team Development - The second session helps you identify and communicate with different communication styles. The focus will be on listening skills, presentation skills, and communicating effectively in conflict resolution and mediation while working with employees. We'll also discuss the four stages of team development, what you as a team leader can do to build a stronger team, and learn problem solving techniques for team dynamics.
- Understanding Your Role in Employment Law - The third session introduces the critical employment laws that all leaders need to navigate to reduce organization risk. We will explore specific laws such as the Fair Labor Standards Act, Family Medical Leave Act and Americans with Disabilities Act AND ensure leaders know the role they play to ensure compliance.
- Performance Management - The fourth session identifies how to translate performance expectations into deliverable accomplishments with a positive and constructive approach. Learn how to interpret and evaluate employee performance with management tools to help your coaching and mentoring styles, and how to encourage positive employee engagement.



Schedule:

January: Your Role As A Leader: Management 101

February: Communication & Team Development

March: Understanding Your Role in Employment Law

April: Performance Management

1845 Town Center Blvd., Suite 525, Fleming Island, FL 32003 * 904-278-5383 * www.dynamiccorp.com

Leadership Series – Course Objectives

Leadership Series I Overall Objectives:

- Understand your role as a leader and strategies to maximize leadership efficiency.
- Identify and implement effective communication approaches and strategies to develop your team.
- Understand your role in minimizing organizational risk by understanding employment law.
- Understand how to increase your team's performance through motivation and performance management processes.

Session 1: Your Role as a Leader – Management 101 Objectives:

- Identify your leadership style and understand what style is the most effective for dealing with people.
- Describe characteristics of effective leaders so you can set a positive example of your own.
- Recognize mistakes commonly made by leaders and learn how to avoid making these same mistakes.
- Understand the laws impacting the employment relationship and your responsibilities as a supervisor in ensuring your organization's compliance.

Session 2: Communication and Team Development Objectives:

- Identify the necessary components of communication.
- Distinguish between the four forms of communication and their impact on the success of communication.
- Employ effective listening techniques.
- Understand how personality, style, and personal prejudices influence your communication.
- Distinguish between the positive and negative consequences of conflict in the work place.
- Become familiar with the strengths/weaknesses and appropriate uses of each conflict resolution strategy.
- Recognize the key characteristics of effective teams and identify which of those characteristics are present in your own team.
- Identify the four stages of team development and the key behaviors and feelings associated with each stage.
- Recognize what team leaders can do to build a stronger team and identify opportunities for creating an environment of empowerment for team effectiveness.

Leadership Series – Course Objectives

Session 3: Your Role in Employment Law:

- Describe the laws impacting the employment relationship, including the Fair Labor Standards Act, Title VII of the Civil Rights Act and related EEO legislation, and the American’s with Disabilities Act.
- Identify the monetary and non-monetary costs associated with claims of discrimination or wrongful termination and understand the importance of consistently utilizing a progressive discipline process.
- Identify the role that managers must play to minimize organizational risk.
- Understand the difference between “exempt” and “non-exempt” and what constitutes “hours worked” under the Fair Labor Standards Act.
- Recognize the difference between legally acceptable vs. unacceptable questions to use in an employment interview.
- Recognize the behaviors that constitute sexual harassment and describe the difference between “quid pro quo” sexual harassment and “hostile work environment” sexual harassment.
- Determine whether “reasonable accommodations” can be made for an individual with a disability without causing “undue hardship” on the company.

Session 4: Performance Management Objectives:

- Translate performance expectations into performance “deliverables,” identifying the essential performance criteria in the job and effectively evaluating the employee’s performance against that criteria.
- Present accomplishments and performance improvement needs in a positive and constructive manner, effectively overcoming employee defensiveness.
- Create a positive performance evaluation environment and encourage the employee to discuss his/her performance.
- Avoid the most common evaluation mistakes made by inexperienced Supervisors.
- Appropriately interpret and evaluate employee performance.
- Utilize Performance Management as a tool which may be employed to increase employee engagement.
- Review mentoring techniques and determine your personal mentoring style.

Leadership Series – Meet Your Instructors

Megan J Richardson, PHR, SHRM-CP, is the Director of Consulting for Dynamic Corporate Solutions, Inc. and is one of our lead trainers. She is a seasoned trainer and human resources professional with over ten years of experience working with organizations across the country to develop better HR functions, leadership initiatives, and employee management relations. Megan has delivered many sessions for local, state, and regional conferences, including the Jacksonville SHRM Conference. Megan is certified as a Professional of Human Resources (PHR).

Jennifer (Jenni) Short, SHRM-SCP, is a Senior Consultant with Dynamic Corporate Solutions, Inc. and is one of our lead trainers. She is a Human Resources leader with expertise in talent planning, leadership development, change leadership and labor relations. Jenni demonstrates strength in assessing business units that are struggling both culturally and operationally and rebuilding teams through talent placement and performance management processes. Her strengths are in organizational change, strategic planning, engagement building, talent acquisition, and leadership training.

Terry Osman is an on-site Training Consultant with Dynamic Corporate Solutions, Inc. and is one of our lead trainers. She brings a depth of expertise in global learning and talent management with a Master's Degree in Industrial & Organizational Psychology. Through a bottom-line focus and strong client partnerships, her accomplishments include end-to-end implementation of large-scale human capital initiatives such as training strategy, succession planning, and strategic leader development. Her program management has impacted organizations with increased bench strength, talent readiness, employee engagement and retention of high potential leaders.

Leadership Series – History & Review

Leadership Series I

Spring 2017

January – April 2017

Fall 2017

August – November 2017

Leadership Series II

Spring 2017

February – May 2017

Fall 2017

August – November 2017

*Consistent date will be selected for each series and each session based on location, e.g. second Tuesday of each month, second Wednesday of each month.

Leadership Series I

Course Cost first person: \$789

Course Cost each additional person: \$739

Leadership Series II

Course Cost first person: \$789

Course Cost each additional person: \$739

Course fee covers four sessions over four months, workbook materials, and a boxed lunch at each session.

Leadership Series – History & Review

History of Leadership Series I

DCSI has been offering Leadership and Supervisory Training since 1993. Through conversations with our clients, we've discovered that managers are typically promoted without the skills or training required to handle the job. Leadership and supervisory training is sorely needed in today's workplace. Our Leadership Series has been developed in an effort to address this workplace need. Its purpose is to develop leadership and thought processes, communication skills that will lead to productive conversations and enhance employee engagement. This leads to a happier more productive workforce.

The response to our training has been overwhelmingly positive, and we work closely with our instructors to make sure our training is state of the art. Our instructional designers research the latest hot topics combining them with tried and true methods in order to produce our leading edge training programs.

Testimonial from a Leadership Series I Graduate

One of our graduates from LS1 2016 shared:

“This series strengthened my skills to become a better leader by gleaning and gaining insight from other managers and leaders in a variety of industries. I have been able to handle high priority issues with better communication for consistency across [the] company.”

Our graduate plans to continue learning and has recommended two peers to participate in our next series