

Req. # 46901  
Entered by: AMM  
Date: 3/4/2014

PURCHASE ORDER REQUISITION  
FORT COLLINS UTILITIES  
VE #339817

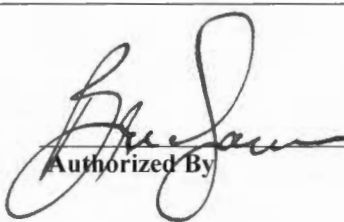
Vendor Christie Ward, The Impact Institute

Address 958 E. 132<sup>nd</sup> Ave.  
Thornton, CO 80241

QTY.	DESCRIPTION	UNIT	TOTAL	CHARGE NUMBER
	Presentation Effectiveness Training & Individual Coaching for Utilities		\$15,000.00	605.460210.521320

Comments \_\_\_\_\_

Robin Pierce            03/03/2014  
Requested By            Date

            3-3-14  
Authorized By            Date

<b>Christie Ward, CSP</b>	958 E. 132nd Ave. Thornton, CO 80241	tel (303) 252-4040
		fax (303) 255-9273
		<a href="mailto:christie@christieward.com">christie@christieward.com</a>

# **Presentation Effectiveness Training for Utilities, City of Ft. Collins, CO Proposal**

**Prepared for:** Brian Janonis , Executive Director, Ft. Collins Utilities  
**Prepared by:** Christie Ward, CSP, The Impact Institute

**February 3, 2014**  
**Proposal number: 2.1**

**Christie Ward, CSP**

958 E. 132nd Ave.  
Thornton, CO 80241

tel (303) 252-4040

fax (303) 255-9273

[christie@christieward.com](mailto:christie@christieward.com)

## Executive Summary

### Objective and Background

To demonstrate the capability of The Impact Institute to create and deliver Presentation Effectiveness Training to the management team of the Ft. Collins Utilities Department. Christie Ward, CSP has delivered presentation skills to several public sector teams with great success, and will design a course specifically for this team.

The Impact Institute is a full service training and speaking firm, delivering custom solutions to the public and corporate sector since 1999. Christie Ward is a certified speaking professional (CSP), a designation held by less than 10% of the professional speakers in the world, demonstrating her acumen in consistent delivery for clients and her reputation. Please access [www.impactinst.com](http://www.impactinst.com) for testimonials and an overview. A resume or referrals are available upon request from the Department of Interior, the National Business Center, Social Security, the VA, the EPA, the USAF Air Mobility Command and the Federal Executive Board, to name a few.

### Goals

The training needs to build the presentation effectiveness of the utilities team when asked to present to Council or the public. Currently the team is made up of subject matter experts, who know their topics well, but when asked to present, they tend to offer too much information, not focus on the big picture, use slides to the exclusion of effective communication and not engage their audiences. The executive director wants to ensure his senior team, as well as staff, have the skills to present pointed, clear and engaging business presentations whenever called upon. Each person should attend at least one round of the 2, half-day *Present for Impact!* classes. Individual coaching sessions or refreshers for those taking the classes can follow as needed. Christie can also participate in team meetings or team presentation practices, or attend live presentations if needed. Options for refreshers and advanced group ses-



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sions are also available. Classes, refreshers, or coaching will be scheduled by Nancy James or Robin Pierce with Christie Ward, depending on schedules and availability.

## **Costs**

**Each 1/2 day of group training (includes Handouts, individual video taping, coaching as well as class sessions, and sending of video recordings to each participant)**

**Reflects a 20% discount off the 2114 corporate rate, for non-profits**

**\$2000**

**ED Management profile for managers**

**\$81.25/ea**

**Individual Coaching, minimum 2 sessions**

**\$500**

**Refresher or lunch 'n learn, for group practice (2 hours)**

**\$1000**

**Advanced presentation skills to fine tune skills for groups (2 hours)**

**\$1000**

**Participate in meetings or interview candidates**

**TBD**