



THE SABLE GROUPSM
I N C O R P O R A T E D

The Sable Group, Inc.

Authorized Mission Oriented Business Integrated Services
(MOBIS) Schedule

Contract #GS-02F-028BA

The Sable Group, Inc.

Maximizing Human Potential



THE SABLE GROUPSM
I N C O R P O R A T E D



U.S. General Services Administration

Authorized MOBIS Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system.

The INTERNET address for GSA Advantage!® is: <http://www.gsaadvantage.gov>.

Mission Oriented Business Integrated Services (MOBIS)

Federal Supply Schedule 874 4

Contract Number: GS-02F-028BA

For more information on ordering from Federal Supply Schedules, go to the GSA Schedules home page at: <http://www.gsa.gov/schedules>

MOBIS Contract #: GS02F028BA

Certified Veteran-Owned Small Business (VOSB)

Contract Period: 08NOV2013 through 07NOV2018
With 3 Option Periods

CONTACT AND ORDERING INFORMATION

Namon Lewis		Email: sablegroup@aol.com
President & CEO		Office: 203-722-7946
The Sable Group, Inc.		Fax: 484-380-3623
P.O. Box 128	or	200 N. Wayne Avenue, Suite #13
Villanova, PA 19085		Wayne, PA 19087

CUSTOMER INFORMATION:

The Sable Group, Inc. is classified as a small business by the SBA
CAGE Code #: ORYA8
Effective Date: 06NOV2013 – 06NOV2014
DUNS #: 626550669
MAS 874 MOBIS

The Sable Group, Inc.

Maximizing Human Potential



THE SABLE GROUPSM
I N C O R P O R A T E D

Our Corporate Information

The Sable Group, Inc. is an international management consulting firm that has partnered with Fortune 500 corporations, federal and local government agencies, public and private institutions, and small organizations for 24 years. Since inception, The Sable Group has been one-hundred percent minority owned and operated. We have achieved success through affecting positive change by bringing together the most knowledgeable consultants to deliver customized solutions for clients so they can maximize their human potential. Our clients have benefitted from the honest, direct, and tailored counsel given by The Sable Group's skilled consultants who on average have 20+ years of experience. Our executives think strategically and offer solutions based on experience, deep sector insight, and client goals. Let The Sable Group assist with your most important strategic and tactical challenges.

Our Expertise

The Sable Group is the one firm capable of providing full service and support to optimize human performance business issues for the US government and other clients. Our extensive network of 50+ senior executive consultants enables The Sable Group to custom design solutions and programs that meet the unique requirements of each engagement. We put a premium on providing tailored problem-solving with in-depth insights from industry experts. Working with clients, our approach to consulting is to:

- Improve productivity and efficiency
- Identify, develop and promote innovative "best practices"
- Expand understanding and awareness
- Put client objectives and goals in a broader context beyond the enterprise and industry

Given the complexity of today's workplace and the speed at which change occurs, it is vital that organizations have access to skilled guidance to navigate challenges successfully. Whatever the situation, we have the capability to provide the right solutions that offer the best probability of success.

Our Commitment to GSA

It is The Sable Group's commitment and intention to help the federal government train, develop and retain its employees to work in a collaborative, productive environment to serve the American people. Therefore, The Sable Group and our Independent Consultants are dedicated to maintaining the quality of our consulting, curriculum content, and coursework for each client contract. For 24 years, a hallmark for The Sable Group has been its unparalleled and

The Sable Group, Inc.

Maximizing Human Potential



THE SABLE GROUPSM

INCORPORATED

uncompromising approach to quality control. Quality control is reviewed weekly with the president with an overall report. We are committed to providing the best solutions, strategies, and training to help federal managers effectively and efficiently manage government resources and achieve successful outcomes.

CUSTOMER INFORMATION:

- 1a. **Awarded Special Item Numbers:** SIN 874-4 Training Services: Instructor-Led Training.
- 1b. Please see **Appendix A** for Price List.
- 1c. Please see **Appendix B** for a list of Course Descriptions.
2. **Maximum order:** \$1,000,000.00
3. **Minimum order:** \$100.00
4. **Geographic coverage (delivery Area):** Domestic and Overseas. All prices are FOB Destination with freight charges, duties and taxes prepaid by contractor and billed to the agency.
5. **Point(s) of production:** The primary point of production is The Sable Group, Inc., corporate office in Villanova, PA
6. **Discount from list prices:** Government net prices (discounts already deducted)
7. **Quantity discounts:** See Attachment D: Quantity & Volume Discounts
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes
10. **Foreign items:** None
- 11a. **Time of delivery:** Specified on the Task Order



THE SABLE GROUPSM

INCORPORATED

- 11b. **Expedited delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor.
- 11c. **Overnight and 2-day delivery:** The Contractor will indicate whether overnight and 2-day delivery is available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor.
- 11d. **Urgent requirements:** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to affect a faster delivery: Contact Contractor.
12. **F.O.B points(s):** Destination with all freight charges, duties and taxes prepaid by contractor and billed to the agency.
- 13a. **Ordering address(es):**
The Sable Group, Inc.
P.O. Box 128
Villanova, PA 19085
or
200 N. Wayne Avenue, Suite #13
Wayne, PA 19087
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. **Payment address(es) is as follows:**

Payment via Wire Transfer

Financial Institution: Bank of America
9-Digit ABA routing number: see invoice
Account number: see invoice

Payment via Check/U.S. Mail

The Sable Group, Inc.
P.O. Box 128
Villanova, PA 19085
or
200 N. Wayne Avenue, Suite #13



THE SABLE GROUPSM

INCORPORATED

Wayne, PA 19087

ACH Payments

The Sable Group, Inc.

Bank of America

ABA routing number: see invoice

Account number: see invoice

15. **Warranty provision:** Contractor's standard commercial warranty
16. **Export packing charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at:** www.Section508.gov/.
25. **Data Universal Numbering System (DUNS) number:** 626550669
26. **Central Contractor Registration (CCR) Database:** The Sable Group is registered in the Central Contractor Registration (CCR) Database.

The Sable Group, Inc.

Maximizing Human Potential



THE SABLE GROUPSM
I N C O R P O R A T E D

Terms and Conditions

The terms and conditions of The Sable Group's MOBIS contract are current through Refresh 21 to Solicitation Number TFTP-MC-000874-B. An electronic version of the Training Aids & Devices solicitation may be found at GSA eLibrary by following this link:

<http://www.gsaelibrary.gsa.gov/ElibMain/contractorInfo.do?contractNumber=GS-02F-028BA&contractorName=SABLE+GROUP%2C+INC.%2C+THE&executeQuery=YES>

The Sable Group, Inc.

Maximizing Human Potential



Appendix A

Sable Group Labor Rates — SIN: 874 Training Services: Instructor-Led Training, Web Based Training and Educational Courses, Course Development and Test Administration. *(All rates are approved by GSA.)*

SIN(s)	Service Proposed (e.g. Labor Category or Job Title/Task)	Number of Instructors	Price Offered to GSA (including IFF) REV 8NOV2013 - 7NOV2014	Price Offered to GSA (including IFF) REV 8NOV2014 - 7NOV2015	Price Offered to GSA (including IFF) REV 8NOV2015 - 7NOV2016	Price Offered to GSA (including IFF) REV 8NOV2016 - 7NOV2017	Price Offered to GSA (including IFF) REV 8NOV2017 - 7NOV2018
874-4	Completed Staff Work	2	\$4,181.13	\$4,390.18	\$4,609.69	\$4,840.17	\$5,082.18
874-4	Sexual Attack & Harassment Training	2	\$4,181.13	\$4,390.18	\$4,609.69	\$4,840.17	\$5,082.18
874-4	Building Better Teams	2	\$4,181.13	\$4,390.18	\$4,609.69	\$4,840.17	\$5,082.18
874-4	Performance Across All Generations	2	\$4,181.13	\$4,390.18	\$4,609.69	\$4,840.17	\$5,082.18
874-4	Financial Management	2	\$4,181.13	\$4,390.18	\$4,609.69	\$4,840.17	\$5,082.18
874-4	Creative Thinking: An Organizational Imp	2	\$4,181.13	\$4,390.18	\$4,609.69	\$4,840.17	\$5,082.18
874-4	Workplace Bullying	2	\$4,181.13	\$4,390.18	\$4,609.69	\$4,840.17	\$5,082.18
874-4	Developing Leaders	2	\$4,181.13	\$4,390.18	\$4,609.69	\$4,840.17	\$5,082.18
874-4	Strategy Development 1	2	\$4,181.13	\$4,390.18	\$4,609.69	\$4,840.17	\$5,082.18
874-4	Strategy Development 2	2	\$4,181.13	\$4,390.18	\$4,609.69	\$4,840.17	\$5,082.18
874-4	Instructor Led Classroom Training	2	\$4,181.13	\$4,390.18	\$4,609.69	\$4,840.17	\$5,082.18
874-4	Creating An Inclusive Workplace	2	\$3,344.90	\$3,512.15	\$3,687.75	\$3,872.14	\$4,065.75
874-4	Creating An Inclusive Workplace	1	\$2,140.74	\$2,247.77	\$2,360.16	\$2,478.17	\$2,602.08



THE SABLE GROUPSM

INCORPORATED

874-4	Employee/Staff Resource Groups	2	\$4,181.13	\$4,390.18	\$4,609.69	\$4,840.17	\$5,082.18
874-4	LGBT Cultural Competency	2	\$4,181.13	\$4,390.18	\$4,609.69	\$4,840.17	\$5,082.18
874-4	Religious Accommodation	2	\$4,181.13	\$4,390.18	\$4,609.69	\$4,840.17	\$5,082.18
874-4	Deliv. Effective Feedback & Difficult Conversations	2	\$4,181.13	\$4,390.18	\$4,609.69	\$4,840.17	\$5,082.18
874-4	Developing an Entrepreneurial Mindset	2	\$4,181.13	\$4,390.18	\$4,609.69	\$4,840.17	\$5,082.18



Appendix B

GSA-Approved Course Descriptions.

Course Name:	“Completed Staff Work”
Course Length:	1-day (8 hours)
Participation:	In-Person Only
Minimum Participants:	12
Maximum Participants:	20
Faculty:	2 instructors per class
Prerequisite:	None
GSA SIN 874 Cost:	\$4,181.13 per day
Each Add'l Student Cost:	\$140.00 per student
Course Description:	

This is an important training course because in today’s highly competitive environment, each employee’s productivity can be the difference between success and failure. In many organizations, people are “double timing” in place....all working very hard, but not making needed progress.

When staff are given the tools and the training to demonstrate how good they are, they’re more motivated and deliver better results.



The purpose of this Workshop is to increase skills and performance in:

- Defining problems and opportunities
- Developing solutions to root causes and appropriate courses of action
- Using a consistent and efficient approach to communicate and gain approval for proposals or problem solutions

The expected outcomes of this Workshop will be for participants to:

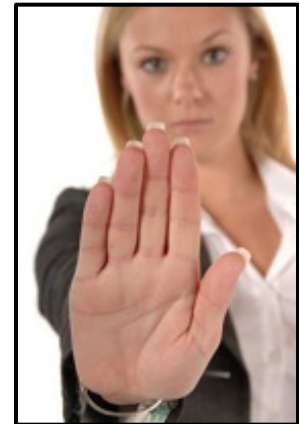
- Gain an understanding of the definition and value of Completed Staff Work
- Learn/acquire better time management and productivity skills
- Learn techniques to generate creative solutions – alone as well as in teams
- Learn/acquire the ability to evaluate alternative solutions effectively
- Practice and learn how to communicate recommendations effectively and efficiently



Course Name: **“Sexual Harassment Training”**
Course Length: 1-day (8 hours)
Participation: In-Person Only
Minimum Participants: 12
Maximum Participants: 20
Faculty: 2 instructors per class
Prerequisite: None
GSA SIN 874 Cost: \$4,181.13 per day
Each Add’l Student Cost: \$140.00 per student
Course Description:

Sexual Harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Sexual Harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim’s supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser’s conduct must be unwelcome



The Sable Group believes that prevention is the best tool to eliminate sexual harassment in the workplace and training is the best way to accomplish it.

The purpose of this Workshop is to:

- Allow participants to learn the laws and the “Do’s & Don’ts”
- Learn organizational liability & current government focus
- Learn roles & responsibilities of staff and supervisors
- Learn their organization’s complaint/grievance process



Course Name: **“Building Better Teams”**
Course Length: 1-day (8 hours)
Participation: In-Person Only
Minimum Participants: 12
Maximum Participants: 20
Faculty: 2 instructors per class
Prerequisite: None
GSA SIN 874 Cost: \$4,181.13 per day
Each Add'l Student Cost: \$140.00 per student
Course Description:

The key elements of successful teams are well understood;

- Building immediate rapport with people with whom they come into contact
- Communicating messages clearly to others
- Convincing, influencing, leading, or directing others
- Working or cooperating with people who are different
- Knowing how to approach people and relate to them according to their needs.



The purpose of this Workshop is to:

- Help you define and understand successful teams
- Recognize and dismantle the (5) dysfunctions of a team
- Provide you with a forum for your concerns and issues and give you some tools to help you identify and effectively address the challenges to being a successful team.



Course Name: **“Performance Across All Generations”**
Course Length: 1-day (8 hours)
Participation: In-Person Only
Minimum Participants: 12
Maximum Participants: 20
Faculty: 2 instructors per class
Prerequisite: None
GSA SIN 874 Cost: \$4,181.13 per day
Each Add’l Student Cost: \$140.00 per student
Course Description:

The span of generations represented in the workforce is growing as young people enter the labor market and older employees continue to work up to and past traditional age.

Each generation represents a unique view of the way work should be done and what success should look like. Often these generational differences are viewed as “pinch points” in organizations and are seen as barriers to effectiveness.

We see generational differences as a key dimension of diversity, that when effectively harnessed through inclusion and utilization, gives an organization an incredible amount of new productive capability.



The purpose of this Workshop is to:

- Explain the differences between the four distinct generations
- Discuss how effectively managing these groups can help to improve productivity.
- Explain how these groups are a key dimension of diversity



THE SABLE GROUPSM INCORPORATED

Course Name: **“Financial Management”**
Course Length: 1-day (8 hours)
Participation: In-Person Only
Minimum Participants: 12
Maximum Participants: 20
Faculty: 2 instructors per class
Prerequisite: None
GSA SIN 874 Cost: \$4,181.13 per day
Each Add'l Student Cost: \$140.00 per student
Course Description:

This workshop is designed for the participant that is seeking confidence in utilizing financial reports and understanding the effects of making financial decisions.

The critical concepts of creating financial value and utilizing financial statement data to plan for the future are presented clearly and illustrated with numerous real-world examples, exercises and cases.



The expected outcomes of this workshop will be for participants to:

- Gain an understanding of the concepts of finance and value
- Learn to interpret and use financial reports
- Understand the relationship between management decisions and financial statements
- Provide the confidence necessary for using financial information effectively
- Help the participant communicate better with specialists and increase competitiveness



Course Name:	“Creative Thinking: An Organizational Imperative”
Course Length:	1-day (8 hours)
Participation:	In-Person Only
Minimum Participants:	12
Maximum Participants:	20
Faculty:	2 instructors per class
Prerequisite:	None
GSA SIN 874 Cost:	\$4,181.13 per day
Each Add'l Student Cost:	\$140.00 per student
Course Description:	

In an increasingly competitive world, public/private organizations are realizing they need totally new ideas for their products/services, rather than simply improving what already exists. These organizations are realizing that creative thinking is a necessary skill for every employee.

Knowledge alone is not sufficient to provide new and innovative solutions. New and different ways of doing things need to be discovered at a crucial, increasing rate. Creative thinking is a process that helps a person to develop novel ways of thinking.



This workshop introduces participants to the principles and techniques of creative thinking. Participants are taught how to evaluate their own ideas, as well as ideas of others. The focus of the course is in developing the participants' innovation and decision-making skills. The program also covers how to anticipate objections to ones' ideas and how to respond effectively. A workbook is provided which becomes a personalized reference guide for the participant to use at the conclusion of the program.

The expected outcomes of this workshop will be for participants to:

- Understand key concepts in the definition and development of creative thinking
- Develop confidence and skill in using a thinking process to solve real-world problems and resolve issues
- Create a supportive atmosphere in which participants can be adventurous in their thinking and develop products/services that do not exist
- Learn to think differently!
- Learn persuasion techniques and strategies to build upon your new ideas



Course Name: **“Workplace Bullying”**
Course Length: 1-day (8 hours)
Participation: In-Person Only
Minimum Participants: 12
Maximum Participants: 20
Faculty: 2 instructors per class
Prerequisite: None
GSA SIN 874 Cost: \$4,181.13 per day
Each Add'l Student Cost: \$140.00 per student
Course Description:

Workplace bullying is not a new problem, but only just recently has the plague of bullying at work been quantified. Conservative estimates put the loss in productivity at over a billion dollars in the USA alone. Decline in employee morale, loss in productivity, employee turnover, health problems and loss in organizational reputation are just a few of the problems that the bullying causes.



Workplace bullying can occur in a variety of circumstances, including but not limited to the following:

- The bully may be a peer, a boss or a customer/client.
- The bullying may be focused on race, religion, gender, sexual orientation, age or simply about work.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

The Sable Group believes that prevention is the best tool to eliminate bullying in the workplace and training is the best way to accomplish it.

The purpose of this Workshop is to:

- Allow participants to learn the laws and the “Do’s & Don’ts”
- Learn organizational liability & current government focus
- Learn roles & responsibilities of staff and supervisors
- Learn their organization’s protocols and expectations if you witness bullying
- Learn their organization’s complaint/grievance process



Course Name: **“Developing Leaders”**
Course Length: 1-day (8 hours)
Participation: In-Person Only
Minimum Participants: 12
Maximum Participants: 20
Faculty: 2 instructors per class
Prerequisite: None
GSA SIN 874 Cost: \$4,181.13 per day
Each Add'l Student Cost: \$140.00 per student
Course Description:

Few of us are natural-born leaders. When most of us are placed in a leadership position, we have to spend some time learning how to lead effectively, how to mobilize, and inspire people. In order to become better at any job, you have to learn new things and be open to growth and change. This is especially true when you are assigned a new leadership role.



For managers, supervisors and mid-level executives new to a leadership role and trying to figure out how to become a better leader (or executives seeking to enhance or brush up on leadership skills), this course provides direct, practical guidance and exercises to become a better, smarter, more effective leader:

This workshop will engage participants in:

- 5 Steps for Tackling Your New Role as a Leader
- 5 Timeless Leadership Lessons
- 5 Ways to Become a Transformational Leader
- Ethics: Making it Easy to do the Right Thing
- 5 Signs You're a Lousy Boss

The purpose of this Workshop is to:

- Provide Practical Examples & Exercises
- Understand and Embrace the Principles of Leadership
- Learn How to Manage and Motivate Teams
- Learn How to Write and Administer Performance Evaluations



THE SABLE GROUPSM

INCORPORATED

Course Name:	“Strategy Development I” (SD-I) Benefits, Advocacy and Participation
Course Length:	1-day (8 hours)
Participation:	In-Person Only
Minimum Participants:	12 (future SD advocates and participants)
Maximum Participants:	20
Faculty:	2 instructors per class
Prerequisite:	Reading assignments provided by the facilitator
GSA SIN 874 Cost:	\$4,181.13 per day
Each Add'l Student Cost:	\$140.00 per student
Course Description:	

- Historical Evolution of Strategy Development
- Terms, Requirements, Challenges, Preparation Process for Development of Strategy Document
- Benefits and Follow-On Actions
- Case Studies to Solidify the Concepts and Processes



Course Purpose:

To prepare individuals to become effective advocates *for* and engaged participants *in* the business Strategy Development process.

Course Outcomes:

Employees who are committed to the long-term business benefits of Strategy Development and utilization. Employees who are excited about being empowered to help set the strategic business direction and will, therefore, take an ownership posture.



THE SABLE GROUPSM

INCORPORATED

Course Name:	“Strategy Development II” (SD-II) Team Selection, Leadership, and Facilitation
Course Length:	1-day (8 hours)
Participation:	In-Person Only
Minimum Participants:	12 (future SD leaders and facilitators)
Maximum Participants:	20
Faculty:	2 instructors per class
Prerequisite:	Course SD-I and facilitator provided reading assignments
GSA SIN 874 Cost:	\$4,181.13 per day
Each Add'l Student Cost:	\$140.00 per student
Course Description:	

Components of Strategy Development I plus:

- Ingredients for high-quality team selection
- Characteristics of respected/valued SD leaders and facilitators
- Process for Strategy Development, Implementation, Execution and Evaluation (SDIEE©)
- Case-Studies to solidify the concepts and processes
- Sample of a robust, usable, thin (30-40 pages)
- Strategy document (useful for next 4-5 years)



Course Purpose:

To prepare individuals to become effective leaders and facilitators, as well as advocates *for* and participants *in* the complete business Strategy Development (SDIEE©) process.

Course Outcomes:

Employees who are committed to the long-term business benefits of Strategy Development and utilization. Employees who are excited about being empowered to help set the strategic business direction and will, therefore, take an ownership posture. Leaders who will guide, facilitate and evaluate the entire SDIEE© process to ensure the strategic viability and solid success of their business.



THE SABLE GROUPSM

INCORPORATED

Course Name:	“Creating an Inclusive Workplace”
Course Length:	1-day (8 hours)
Participation:	In-Person Only
Minimum Participants:	12
Maximum Participants:	20
Faculty:	2 instructors per class
Prerequisite:	None
GSA SIN 874 Cost:	\$3,344.90 per day
Each Add'l Student Cost:	\$130.00 per student
Course Description:	

The Sable Group approach to diversity training is based on the concept of Inclusion and the recognition that inclusion is the key to teamwork and productivity. We believe that the business case for healthy, thriving organizations is the most compelling rationale for embracing an all-inclusive workplace.

Managing diversity is more than practicing sensitivity to cultural and other distinctions among employees. This initiative involves developing a philosophy and set of behaviors that promote respect, understanding and tolerance toward customers, suppliers, and competitors.



The expected outcomes of this Workshop will be for participants to:

- Describe the impact that effective management of diversity will have on;
 1. Organizational competitiveness
 2. Client-driven quality
 3. Creative innovation and leadership
- Communicate the value of effective diversity management to Employees and others
- Demonstrate proactive behaviors in managing diverse individuals in their workforce
- Define the roles of leadership and their impact on managing diversity



THE SABLE GROUPSM

INCORPORATED

Course Name:	“Creating an Inclusive Workplace – For Leadership”
Course Length:	1-day (8 hours)
Participation:	In-Person Only
Minimum Participants:	12
Maximum Participants:	20
Faculty:	1 instructor per class
Prerequisite:	None
GSA SIN 874 Cost:	\$2,140.74 per day
Each Add'l Student Cost:	\$130.00 per student
Course Description:	

The Sable Group approach to diversity training is based on the concept of Inclusion and the recognition that inclusion is the key to teamwork and productivity. We believe that the business case for healthy, thriving organizations is the most compelling rationale for embracing an all-inclusive workplace.

Managing diversity is more than practicing sensitivity to cultural and other distinctions among employees. This initiative involves developing a philosophy and set of behaviors that promote respect, understanding and tolerance toward customers, suppliers, and competitors.



The expected outcomes of this Workshop will be for participants to:

- Describe the impact that effective management of diversity will have on;
 1. Organizational competitiveness
 2. Client-driven quality
 3. Creative innovation and leadership
- Communicate the value of effective diversity management to Employees and others
- Demonstrate proactive behaviors in managing diverse individuals in their workforce
- Define the roles of leadership and their impact on managing diversity



Course Name:	Employee Resource Groups
Course Length:	1-day (8 hours)
Participation:	In-Person Only
Minimum Participants:	12
Maximum Participants:	20
Faculty:	2 instructors per class
Prerequisite:	None
Cost:	\$4,181.13
Each Add'l Student Cost:	\$140.00 per student

Course Description:



The establishment and utilization of Employee Resource Groups (ERGs) sometimes called Affinity Groups or Network Groups is considered a Diversity and Inclusion best practice. These groups, which were once used primarily as support and social outlets for members, have increasingly become a key component of an organization's efforts to attract and retain talent as well as to promote its mission and values.

The effective utilization of Employee Resource Groups will increase enlistee engagement while helping the Air Force achieve its strategic goals and objectives.

The purpose of this Workshop is to increase skills and performance in:

- Understanding the value and benefits of ERGs
- Establishing a framework and guidelines for developing and utilizing ERGs
- Developing the critical management and leadership skills necessary to establish and maintain an effective ERG program.

The expected outcomes of this Workshop will be for participants to:

- Gain the skills required to lead and manage ERG programs
- Learn and practice how to apply the ERG program policies and procedures
- Acquire the skills necessary to select, coach, evaluate, and reward ERG leaders
- Learn and practice techniques to avoid and resolve conflicts that may arise from ERG activities



Course Name:	LGBT Cultural Competency
Course Length:	1-day (8 hours)
Participation:	In-Person Only
Minimum Participants:	12
Maximum Participants:	20
Faculty:	2 instructors per class
Prerequisite:	None
Cost:	\$4,181.13
Each Add'l Student Cost:	\$140.00 per student

Course Description:

In recognition of the recent policy changes within the U.S. Armed Services it is important for leadership, Airmen, and civilian employees to better understand the issues and concerns associated with the LGBT community both within and outside the military. This course is designed to foster an environment where LGBT airmen and employees are not only accepted but are valued for their ability to contribute to mission success.

Realizing and leveraging the skills and abilities of all members of the team regardless of one's sexual orientation will increase the likelihood of individual and team success.



The purpose of this Workshop is to increase skills and performance in:

- Understanding and eliminating the biases against LGBT people commonly observed in today's workplace
- Enabling airmen and employees to work effectively as a team despite their differences
- Adapting to the culture change driven by the open inclusion of LGBT colleagues

The expected outcomes of this Workshop will be for participants to:

- Increase sensitivity to LGBT issues and concerns
- Learn and practice behaviors that ensure effective teamwork
- Acknowledge and put biases aside and to respect and value all individuals
- Learn and practice techniques to avoid and resolve conflicts that may arise



Course Name:	Religious Inclusion/Accommodation
Course Length:	1-day (8 hours)
Participation:	In-Person Only
Minimum Participants:	12
Maximum Participants:	20
Faculty:	2 instructors per class
Prerequisite:	None
Cost:	\$4,181.13
Each Add'l Student Cost:	\$140.00 per student

Course Description:

Understanding and accommodating religious diversity in the workplace continues to be a task of frustrating challenge. In Religious Inclusion/Accommodation, participants will explore evolving religious demographics in the U.S. and the ways in which differences create exclusion in social, religious and professional settings. Participants also gain insight into the barriers, beliefs and behaviors that undermine professional practices and religious accommodation. Finally, members will investigate the key components for establishing religious accommodation in the workplace.



Participants who complete this course will have a firm understanding of both the letter of intent in religious accommodation and a clear perspective on the *spirit* of religious inclusion and accommodation.

The purpose of this Workshop is to increase skills and performance in:

- Understanding the the business case for religious accommodation in the workplace
- Understanding key trends of evolving multiethnic religious patterns in today's society
- Utilizing a culturally competent approach to religious accommodation policy and modeling behaviors of diversity and inclusion.

The expected outcomes of this Workshop will be for participants to:

- Utilize the Six Degrees of Religious Inclusion/Accommodation.
- Gain the skills required to demonstrate appropriate behaviors that model acceptance religious differences.
- Develop a Personal Plan with identified tools needed to increase employee behavior and team competence in religious accommodation.



Course Name: **Delivering Effective Feedback and Having Difficult Conversations**

Course Length: 1-day (8 hours)

Participation: In-Person Only

Minimum Participants: 12

Maximum Participants: 20

Faculty: 2 instructors per class

Prerequisite: None

Cost: \$4,181.13

Each Add'l Student Cost: \$140.00 per student

Course Description:

One consistent issue in the workplace has been the lack of feedback from supervisors. Specifically, feedback around areas needing improvement. Employees are often given lower than expected evaluations with no feedback on ways to improve or on what marks they fell short. The inability of managers to engage in a “difficult conversation” is often at the heart of the problem.

This workshop will help supervisors understand the different types of feedback and how and when to effectively use them.



The purpose of this Workshop is to:

- Help supervisors understand the importance of and when to have, difficult conversations. This should include understanding the effects of failing to have difficult conversations to correct poor performance or behavior.
- Participants will learn how to foster a positive and collaborative work environment
- Understanding the concept of Completed Staff Work (CSW) and how to promote it
 - Best practices for how to give an assignment
 - Best practices for reviewing & evaluating an assignment
- Understanding the value of timely action and intervention and the potential outcomes from not addressing/communicating performance issues early on

The expected outcomes of this Workshop will be for participants to:

- Identify at least three different types of feedback and the appropriate strategies for applying each
- Write a performance improvement plan
- Demonstrate understanding of fundamental communication concepts and strategies and learn different approaches for dealing with difficult conversations



Course Name:	Developing an Entrepreneurial Mind and Skill Set
Course Length:	1-day (8 hours)
Participation:	In-Person Only
Minimum Participants:	12
Maximum Participants:	20
Faculty:	2 instructors per class
Prerequisite:	None
Cost:	\$4,181.13
Each Add'l Student Cost:	\$140.00 per student

Course Description:

Intrapreneurship

In-tra-pre-neur-ship (n) 1. Successful adaptation of entrepreneurial attitudes and strategies inside of a bureaucratic organization. 2. Implementation of start-up practices within a large organization, producing valued innovation.

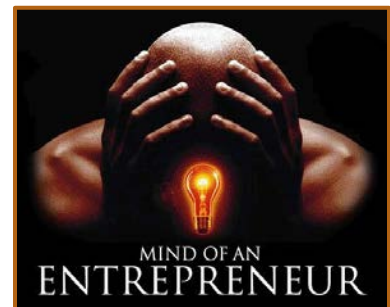
Every person has opportunities to think, act and be entrepreneurial in their organization whether private, governmental, not-for-profit, large or small.

Entrepreneurs solve problems; improve on the efficiency of an organization's product, service or process. They create ideas for new products or new

ways to use established products and services. They innovate. Entrepreneurs can be an organization's greatest human capital asset.

This workshop will engage participants in:

- Understanding how your mindset and behaviors affect your opportunities
- Group exercises in Entrepreneurial development explorations
- How to promote innovation and Entrepreneurship within an organization or community
- Explore and define steps needed to identify Entrepreneurial choices and behaviors in your environment and your life



The Purpose of this Workshop is to:

- Demonstrate how thinking and acting Entrepreneurial will enhance your organizational value and accelerate and ensure better career opportunities and life options
- Understand how being Entrepreneurial delivers and sustains value for the individual and the organization
- Learn how to identify Entrepreneurial opportunities within individual spheres of influence





THE SABLE GROUPSM
INCORPORATED

“Maximizing Human Potential”

The Sable Group, Inc.

Maximizing Human Potential