



Private Workshop Proposal

Thank you for your interest in a Workshop facilitated by Innovative Coaching Services, LLC.

Please accept this proposal for your review. We can meet to discuss any needed changes. I will provide a final workshop contract once we agree upon the terms. I look forward to working with you!

Title of Workshop: _____

Workshop Description:

This workshop, customized for _____ and will include the following topics:

- DISC Classis 2.0 Assessment OR Everything DISC Assessment
- General group evaluation and instruction on how to read and implement individual assessment results
- Instruction on how to identify behavior patterns in others (co-workers and clients alike)
- Instruction on how to communicate with each behavioral style for improved communication and relationship building
- Tips on how to lead a team
- Tips on how to share constructive criticism
- Tips on how to communicate with clients

Proposed Time & Date:

Request is for a 3-hour workshop... 90 minutes/15-minute break/90 Minutes

Date: _____ Time: _____

Workshop Outline:

- DISC Assessment review
- DISC assessment personal tips and evaluation (in group setting)
- Identifying Behavior traits in others
- **Upon Request - Handout with behavioral High patterns (per the assessment)**
- Break
- Communicating with different behavior patters
- How to lead your team
- How to share criticism constructively and effectively
- Communicating with clients to build lasting relationships
- Q & A

Instructor:

Mindy Lee M. Lipsky, CTACC

Email: Mindy@innovativecoachingservices.com

Office Phone: 610-705-3526

Cell Phone: 610-334-2409

Instructor Bio:

For over 20 years, **Mindy Lipsky** has been mentoring and coaching entrepreneurs and business owners to success! Through understanding 4 basic behavioral patterns and implementing changes, Mindy's clients not only close more clients, but also gain more clarity with income producing activities, make quantum leaps in sales and business growth through accountability and customized plans, increased confidence, personal growth, efficient use of time and clear direction on goals both personally and professionally. Certified by the Coach Training Alliance in Life Coaching, Business Coaching and as a certified DISC Practitioner, Mindy draws on her background in psychology and her experience growing her own successful businesses for a dynamic and unique approach that leads to success.

Supplies Required:

- Productivity Pointe, LLC is willing to host the workshop at a discounted rate. Please see brochure for additional charges for this service
- Productivity Pointe will provide Coffee, Tea and water
- If you want a light snack for the 15-minute break please provide that
- If you choose to host at a different location, any location costs are your responsibility. Please see set up requirements below.

AV Requirements:

If not hosted at Productivity Pointe, LLC - HDMI connectivity to flat screen OR Access to Wall or Screen for projector

Room Set Up Requirements:

Classroom style set up is best, Conference table works also. Your attendees will need a place to take notes (table or clipboard) and can see the presentation on a screen

Attendee Minimum: 5

Attendee Maximum - at Productivity Pointe: 20

Attendee Maximum if event is held at the location of your choice is determined by the regulations of the location you choose. We recommend Max of 25 with assessment... no limit without assessment



Expected Workshop Fee

Total fee for this 3-hour workshop would be \$_____ Plus \$100 per assessment
(Assessment is optional)

Expected Salary/Payment Expectations

- Deposit of \$1000 minimum or \$100 x number of assessments required due upon agreement and scheduling
- Cancellation is accepted within 48 hours of event
–\$500 of initial deposit is non-refundable
- Remainder of the balance is due upon arrival the day of the event
- Cash or Check is preferred. PayPal link can be created upon request. If using PayPal – Payment must clear prior to event

Ideal Attendee Profile

This is a customized requested event that will be tailored to the personalities of the participants

Marketing Ideas:

This is a Private event so marketing is not needed. It is the responsibility of _____ to invite attendees of their choice.

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I accept this proposal with any written changes initialed by both parties:

Workshop Host (Responsible party): _____ Date: _____

Innovative Coaching Services, LLC.: _____ Date: _____

Once signed, this proposal becomes the Formal contract. A signed copy will be sent via email within 72 hours.

Thank you!

Accepted by Innovative Coaching Services, LLC Date: _____