

DESIGN YOUR OWN CUSTOMIZED IN-SERVICE TRAINING FROM GCG, LLC

GCG clients are invited to create their own in-service training seminars and courses via the following checklist of available training segments or units. Unless otherwise indicated, training segments are billed from one to three hours, depending on depth of coverage requested by the client.

In-service training fees are based on the current GCG fee schedule regardless of number of attendees. Whether we train 1 or 100 employees, hourly rates remain the same. (Courses offered to the public at-large are charged at the rates indicated in course announcements and invitations.)

AVAILABLE TRAINING SEGMENTS: CHECKLIST

BUSINESS PLANNING:

- Business planning 101 – the business plan outline**
- Financial forecasting and pro forma budgeting**
- Human resources – recruiting, retaining and terminating employees**

- Designing marketing materials**
- Measuring customer satisfaction**
- Quality improvement**

- Business ethics**
- Project planning**
- Data analyses and reporting**

- Purchasing goods and services – the RFQ way**
- Controlling your paper work and other communications**
- Time management**

PROGRAM EVALUATION:

- Designing effective evaluation plans**
- Using evaluation to improve program performance**
- Considering your goals and objectives**

- Developing surveys to measure program performance**
- Collecting and analyzing your program data**
- Reporting**

GRANT WRITING:

- Identifying grant resources**
- Locating “best fit” funding opportunities**
- Understanding Requests for Proposals and submission guidelines**

- Planning your proposed project**
- Developing an innovative and effective program or project**
- Conducting a thorough needs assessment**

- Writing convincing problem statements**
- Establishing clear goals and objectives**
- Creating your evaluation plan**

- Building realistic project budgets**
- Writing to maximize scoring points**
- Hiring qualified staff and developing your project team**

- Administering valid and reliable surveys**
- Keeping good records**
- Preparing for program and financial audits**

- Analyzing, interpreting and reporting your data**