

Tristana R. Harvey Career Planning & Consulting Series LLC
Commercial Pricing List and Descriptions

Title of Course: Applied Suicide Intervention Skills Training (ASIST)			
Commercial Price of Course:	\$295 per person	Length of Course (# of Hrs/Days):	16 Hours
Minimum Number of Participants:	16	Maximum Number of Participants:	30
Support Materials Provided as Part of the Course (e.g., Training Manuals, CDs, DVDs):			
Participants workbook \$39.95 per person is included in commercial price			
Description of Course, Including Major Objectives:			
<p>ASIST is an award winning 2-day interactive workshop developed by LivingWorks (LW) that prepares caregivers to provide life-assisting suicide first aid intervention using the Pathway for Assisting Life (PAL) model. Research shows that ASIST provides long-term benefit to communities and that ASIST-trained caregivers help at-risk people feel less suicidal and more hopeful. Learning is focused on understanding the needs of a person thinking about suicide and acquiring the skills to respond to those needs. ASIST is a two-day, practice-oriented and intense learning experience facilitated by two trainers minimum. Our ASIST master trainers have delivery experience with military branches including Dept of Homeland Security Coast Guard, Chaplains and Customs and Border Protection.</p> <p>The program may meet state mandated suicide prevention training for school personnel.</p> <p>In the course of the 2-day workshop, ASIST participants learn to:</p> <ul style="list-style-type: none"> • Understand the ways personal and societal attitudes affect views on suicide and interventions • Provide guidance and suicide first-aid to a person at risk in ways that meet their individual safety needs • Identify the key elements of an effective suicide safety plan and the actions required to implement it • Appreciate the value of improving and integrating suicide prevention resources in the community at large • Recognize other important aspects of suicide prevention including life-promotion and self-care <p>Our ASIST Master trainer(s) will utilize LW program standards to complete the training planner, assign trainer tasks for Day 1 and 2, prepare materials, establish equipment and room setup for small and large workgroups, and submit the ASIST trainer report. Courses with 16 or more registered participants will require two training rooms for small workgroups.</p> <p>ASIST is listed on SAMHSA's National Registry of Evidence-based Programs and Practices.</p> <p>Texas: CEU's are available for LPC, LMFT and LCSW</p>			

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Title of Course: Employee Assistance Program Workshops			
Commercial Price of Course:	\$250 per hour/\$1800 per day	Length of Course (# of Hrs/Days):	1-16 Hours
Minimum Number of Participants:	4	Maximum Number of Participants:	30
Support Materials Provided as Part of the Course (e.g., Training Manuals, CDs, DVDs):			
Customized based on customers' needs			
Description of Course, Including Major Objectives:			
<p>On-site workshop facilitators lead one-hour work-life workshops for employees, supervisors and/or managers. The workshops educate participants to balance work and life challenges to manage or improve their workplace performance. Workshop may be developed to address critical incidents in the workplace.</p> <p>Custom Training Development is conducted by licensed behavioral health providers to develop specific content and materials based on cognitive behavior theory to meet customer requirements for instructor led workshops and trainings.</p> <p>The on-site facilitators meet one or all of the following minimum criteria:</p> <ul style="list-style-type: none">• An academic degree in a behavioral health field• A demonstrated ability to conduct work-life workshops• An expertise in an EAP or work-life specialty including substance abuse and resilience• An independently licensed behavioral health provider• An employee assistance specialist – clinical or certified employee assistance professional <p>Previous Program Topics Include:</p> <ul style="list-style-type: none">• Managing Anger at Work• Transforming Feedback• Stress: A Way of Life?• Suicide Prevention Awareness• Dealing with Difficult People• Sexual Harassment in the Workplace• Stress Management• Career Development• Lunch and Learn Skill Development			

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Title of Course: Myers-Briggs Type Indicator (Assessment, Workshops, Coaching)			
Commercial Price of Course:	\$250 per hour/\$1800 per day	Length of Course (# of Hrs/Days):	1-16 hours
Minimum Number of Participants:	4	Maximum Number of Participants:	25
Support Materials Provided as Part of the Course (e.g., Training Manuals, CDs, DVDs):			
Self-Assessment, Report and Training Material cost vary based on program			
Description of Course, Including Major Objectives			
<p>The Myers-Briggs Type Indicator (MBTI) developed by the Myers-Briggs Foundation is utilized to help individuals recognize and understand their personality preferences. The assessment can help individuals identify their strengths, weaknesses, and the way they perceive and process information. Assessment results can help an organization to support: managing others, leader skill development, stress management, conflict resolution, change management, emotional intelligence and other customized needs. The skill development workshop shall encompass analysis of the assessment, lesson plans, training aids, and training materials. A short list of skill development workshops is provided below.</p> <p>One on One Coaching is available for skill mastery and behavior change. The MBTI Certified Practitioner will work with the client based on written goals and objectives to master skills and improve workplace performance.</p> <p>WORKSHOP DESCRIPTIONS</p> <p><u>Understanding Your MBTI Step II Results (Half-Day)</u> Participants will complete the MBTI Step I and Step II assessment to learn about the Myers-Briggs framework and the relationship between Step I type and Step II facets, interpret their own results and explore the 20 Step II facets and the variations that identify within each 4-letter type. Available as a half-day workshop.</p> <p><u>Team Development: Using the Myers-Briggs Type Indicator</u> The success of any organization depends on the effectiveness of its people, especially in teams. In this 8-hr workshop, participants will learn how their MBTI personality preferences lead to differences in their work, communication and decision-making styles. In addition, they will learn how to use their strengths, address their weakness and enhance overall performance.</p> <p><u>Impactful Influencing: Harnessing the Power of Myers Briggs Type</u> To motivate others, we must understand not only what we say but how we say it. Using MBTI personality preferences, participants learn how to influence others and how others influence them. They will practice skills of technical and effective influencing through a series of experiential activities. Available as a half-day or full-day workshop.</p>			

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Compelling Conversations: Developing Communication Styles

Communication is essential in building and maintaining relationships. In this half-day workshop, participants will identify and understand theirs and others' communication style using MBTI type. They will identify how to adjust their communication style to maximize impact as well as practice skills to communicate effectively with others. An action plan to enhance communication styles will be completed.

Conflict Management in the Workplace: How to Approach, Communicate During & Resolve Conflict

Conflict can be a distraction for both those involved and the organization. In this workshop, work teams will 1) achieve a basic understanding of type and its relationship to conflict, and 2) learn to harness type awareness in conflict management. Available as a one day or two-day workshop.

MBTI Facilitator I

The MBTI Certified Facilitator will administer the Myers-Briggs Type Indicator Steps I and II, deliver assessment report(s), and facilitate a structured program based on customer needs. This may include a topic(s) of the customer's choice or one of the above off the shelf programs.

All skill development and 1on1 coaching programs will be delivered by a facilitator certified in Myers-Briggs Type Indicator Step I and II.

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Title of Course: Personal Resiliency Retreat			
Commercial Price of Course:	\$1800 per day	Length of Course (# of Hrs/Days):	8 hours
Minimum Number of Participants:	8	Maximum Number of Participants:	25
Support Materials Provided as Part of the Course (e.g., Training Manuals, CDs, DVDs):			
Customized based on customers' needs			
Description of Course, Including Major Objectives:			
<p>Personal resiliency retreat will help participants to develop individual and/or group ability to recover from difficulties in their personal life or professional work. Participants will complete mental and emotional challenges that create awareness of their strengths, increase education on resilience techniques and produce behavior change to overcome adverse situations. A mindfulness exercise will be utilized before, during or after the retreat to guide participants in becoming aware of their feelings, thoughts and behaviors to apply resilience techniques. The program can be customized to the specific customer's needs.</p> <p>Participants will complete 2-4 experiential activities to learn resilience techniques. The day begins learning what is resilience, it's purpose and 3 strategies for application. They will be placed in minimum two environments that challenge their emotional, behavioral and psychological awareness and application of resilience strategies.</p> <p>At the end of the day, participants will:</p> <ul style="list-style-type: none">• Review the resilience definition and strategies• Process reaction to challenges• What they did in response• Rationale for strategy used• What else they can do going forward. <p>The facilitator will have one or more of the following qualifications: a minimum bachelor's degree, at least 2 years' experience delivering resiliency workshops and/or certified Army Master Resilience Trainer.</p>			

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Title of Course: Thomas-Kilmann Conflict Mode Instrument			
Commercial Price of Course:	\$250 per hour/\$1800 full day	Length of Course (# of Hrs/Days):	1-16 hours
Minimum Number of Participants:	4	Maximum Number of Participants:	30
Support Materials Provided as Part of the Course (e.g., Training Manuals, CDs, DVDs):			
Self-Assessment, Report and Training Material cost vary based on program			
Description of Course, Including Major Objectives:			
<p>Thomas-Kilmann Conflict Mode Instrument can help people understand how different conflict-handling styles affect interpersonal and group dynamics then choosing the appropriate style to resolve a conflict. It can be used with the MBTI to identify the way an individual's personality influence their conflict management approach.</p> <p>Participants will complete the 30-item self-scorable assessment to identify their conflict handling style. The skill development workshops (described below) will be utilized to help participants understand and master different conflict handling styles.</p> <p>The assessment with skill development workshop teaches individuals five practical, situation specific styles for dealing with conflict effectively. It may be used for conflict management, team building, leadership development and performance improvement.</p> <p><u>Managing Conflict Using the TKI Assessment</u></p> <p>Participants will learn to appreciate their own and others approach to conflict and develop five skills for assessing conflict situations and selecting the appropriate strategy to handle them. An action plan will be developed. This workshop is available in a half-day and full-day format.</p> <p>One-hour activities are available as lunch and learn programs to introduce concepts or reinforce skill development. Current titles:</p> <ul style="list-style-type: none"> • <i>Sharing Conflict Insights</i> to have participants apply their learning to real life situations. • <i>What's My Mode? Game</i> helps participants to recognize different conflict modes and assess situation. • <i>Group Conflict Mode Score</i> enables participants to understand the conflict handling styles of their team members. • <i>Rapid Fire Response</i> enables participants to practice using different conflict modes by creating response statements to a given real-life situation. <p>No certification is required to administer the TKI assessment. An MBTI Certified Facilitator will administer the TKI, deliver assessment report(s), and facilitate a structured program based on customer needs. This may include a topic(s) of the customer's choice or one of the above off the shelf programs.</p>			

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Title of Course: safeTALK: suicide alertness for everyone Tell. Ask. Listen. Keepsafe.			
Commercial Price of Course:	\$100 per participant	Length of Course (# of Hrs/Days):	4 hours
Minimum Number of Participants:	16	Maximum Number of Participants:	30
Support Materials Provided as Part of the Course (e.g., Training Manuals, CDs, DVDs):			
Participant workbooks \$9.95 per person is included in commercial price			
Description of Course, Including Major Objectives:			
<p>safeTALK is a half-day alertness training developed by LivingWorks (LW) that prepares anyone 15 or older, regardless of prior experience or training, to become a suicide-alert helper. Most people with thoughts of suicide don't truly want to die but are struggling with the pain in their lives. Through their words and actions, they invite help to stay alive. safeTALK-trained helpers can recognize these invitations and take action by connecting them with life-saving intervention resources, such as caregivers trained in ASIST. This program requires one registered trainer and an ASIST trained community support person per training.</p> <p>The program may meet state mandated suicide prevention training for school personnel.</p> <p>Over the course of the training, safeTALK participants will learn to:</p> <ul style="list-style-type: none"> • Notice and respond to situations where suicide thoughts may be present, • Recognize that invitations for help are often overlooked, • Move beyond the common tendency to miss, dismiss and avoid suicide, • Apply the TALK steps: Tell, Ask, Listen, and KeepSafe • Know community resources and how to connect someone with thoughts of suicide to them for further suicide-safer help. <p>Our safeTALK Registered Trainers will utilize LW program standards to complete training organization (including co-facilitation tasks), establish equipment and room setup, complete community KeepSafe Connections resource, participant certificates, and submit training report to LW. The community support person will assist participants with prior or recent experiences with suicidal thoughts.</p> <p>Any training may be conducted with a provisional trainer to facilitate their competence in the safeTALK program for preparation, delivery and workgroup facilitation to achieve registered trainer status. Provisional trainers will be guided in utilizing LW standard procedures with and without the videotaped co-trainer.</p> <p>safeTALK helps expand the reach of suicide intervention skills in communities around the world.</p> <p>Texas: CEU's are available for LPC, LMFT and LCSW</p>			

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Title of Course: Fundamental Interpersonal Relations Orientation (FIRO-B)			
Commercial Price of Course:	\$250 per hour/\$1800 per day	Length of Course (# of Hrs/Days):	4 hours
Minimum Number of Participants:	4	Maximum Number of Participants:	30
Support Materials Provided as Part of the Course (e.g., Training Manuals, CDs, DVDs):			
Self-Assessment, Report and Training Material cost vary based on program			
Description of Course, Including Major Objectives:			

The FIRO-B instruments helps individuals understand their interpersonal needs and how those needs influence their communication style and behavior. It can help individuals improve their personal relationships and professional performance. Assessment results help individuals understand how they tend to behave toward others and how they want others to behave toward them. The assessment is available in a self-scorable and online format.

The assessment and skill development workshop facilitate behavioral change; identify existing communication and interpersonal dynamics; and detail strengths and development recommendations.

It may be used for team building, relationship building and professional development.

Making Teams Work Using the FIRO Assessment (Half-Day)

Participants learn how to apply strategies to strengthen relationships, improve communication and decrease conflict leading to better team performance.

One-hour activities are available as lunch and learn programs to introduce concepts or reinforce skill development. Current Themes:

- *Interpersonal Orientation in Teams* (3 activities)
- *Team Leadership and Decision Making* (4 activities)
- *Matches & Mismatches in Teams* (4 activities)
- *From Groups to Teams* (2 activities)
- *Unraveling Team Problems and Conflicts* (2 activities)
- *Action Planning* (1 activity)

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Title of Course: Winning the Workplace Challenge			
Commercial Price of Course:	\$250 per hour	Length of Course (# of Hrs/Days):	1-6 hours
Minimum Number of Participants:	4	Maximum Number of Participants:	30
Support Materials Provided as Part of the Course (e.g., Training Manuals, CDs, DVDs):			
Participant material cost vary based on program			
Description of Course, Including Major Objectives:			
<p><i>Winning the Workplace Challenge: Getting Along and Getting Things Done</i> (a PREP* program) teaches relationship intelligence for the workplace. Relationship intelligence is the ability to understand and manage one's emotional world while successfully interpreting the emotional world of others. The material utilized will give coworkers the skills needed to work more efficiently and successfully as a team, resolve conflict without damaging relationships, and preserve and enhance a friendly work environment. It may be delivered in one hour, half day or full day formats.</p> <p>*Prevention and Relationship Enhancement Program (PREP) is a research based approach to healthy relationships based on 25 years of research at the University of Denver.</p> <p>MODULE DESCRIPTIONS</p> <p><u>The Power of Workplace Relationships</u></p> <p>In this introduction module, participants will demonstrate a strategy for effective communication at critical times using three keys to healthy interpersonal relationships: Decide, Don't Slide; Make It Safe to Connect; and Do Your Part.</p> <p><u>Relational Bankruptcy</u></p> <p>In this module, participants are introduced to the Four Communication Danger Signs and Time Out (anger management technique) to recognize negative patterns that erode work relationships such as Danger Signs of ineffective communication; replace negative communication habits and understand the value of taking a Time Out to discourage unhealthy exchanges in the workplace.</p> <p><u>COLORS</u></p> <p>In this module, the Showing Your True Colors tool helps participants begin to gain self-awareness through examining their personality style. Participants will assess their own personality for an improved sense of what individual needs they bring to any relationship. There are two goals in this section: to increase understanding and acceptance of oneself and of others.</p> <p><u>Relational Intelligence</u></p> <p>The Relational Quotient tool will help participants identify their interpersonal relationship skills for self-awareness, self-management, people awareness, and relationship management. Using the Speaker/Listener Technique, participants will practice ground rules for good communication, improve listening skills, and demonstrate speaking with respect, brevity and specificity.</p>			

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Compounding Interests

Participants will uncover their own issues that trigger emotional conflict both personally and professionally. The goal is for participants to learn to manage their issues more effectively. A focus on 8 steps for handling hidden issues in business relationships will be addressed.

Strategic Relationships

Expectations and Appreciation play a role in our happiness and disappointment throughout life. This lesson encourages an understanding of expectations in order to evaluate the reasonable or unreasonable nature of those expectations. Participants will explore the use of positive praise, the 3R's of appreciation and taking action steps to help make goals a reality.

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Title of Course: Mental Health First Aid			
Commercial Price of Course:	\$1800	Length of Course (# of Hrs/Days):	8 hours
Minimum Number of Participants:	8	Maximum Number of Participants:	30
Support Materials Provided as Part of the Course (e.g., Training Manuals, CDs, DVDs):			
Participants workbooks \$19.95 per person plus shipping and handling			
Description of Course, Including Major Objectives:			
<p>Mental Health First Aid is a public education program that introduces participants to risk factors and warning signs of mental health problems, builds understanding of their impact and overviews appropriate supports. This full day program uses role playing and simulation exercises to teach participants to identify, understand and respond to signs of addiction and mental illness. Topics covered include anxiety, depression, substance use (with opioid abuse), bipolar disorder, eating disorders, schizophrenia and psychosis. An adult and youth version are available.</p> <p>Participants learn a five step ALGEE action plan to support the individual experiencing a mental health crisis:</p> <ul style="list-style-type: none"> • Assess for risk of suicide or harm • Listen Nonjudgmentally • Give reassurance and information • Encourage appropriate professional help • Encourage self-help and other support strategies <p>The goal is to prepare participants to interact with a person in crisis and connect them to help.</p> <p>A facilitator trained to conduct MHFA will be provided.</p> <p>MHFA is listed on SAMHSA's National Registry of Evidence-based Programs and Practices.</p> <p>Texas: CEU's are available for LPC, LMFT and LCSW</p>			