



TRISTANA R. HARVEY

CAREER PLANNING & CONSULTING

New Mexico Cooperative Educational Services

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CES# 2020-15N-S101-ALL Professional Development and Training Services

Terms of the Contract: Indefinite Quantity Contract Award

Contract Period: August 8, 2019 - August 7, 2023

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Firm Capabilities

Since 2010, Tristana R. Harvey Career Planning & Consulting has helped clients manage their emotions at work. We conduct resilience, leadership development and crisis intervention training with groups and organizations. Our customized workshops and trainings focus on three goals: to create awareness, increase education and produce behavior change.

Our mission is to help organizations enhance individual and team thinking, behavior, and resilience to perform above and beyond their abilities for a lifetime through education and training. The firm is a small woman owned, SBA Certified 8(a) and HUBZone firm.

About the Owner

Dr. Tristana Harvey has over 20 years' experience in education and mental health helping clients meet their goals. In her prevention education work, she utilizes evidence-based programs to teach clients the skills to manage their behaviors that reflect hidden emotions.

She has designed and delivered workplace training in Affirmative Action and employee assistance plans for corporate, state and federal agencies. Her crisis intervention work included responding to workplace incidents such as sexual harassment, suicide, employee death and toxic leaders.

As the owner of HCPC, Dr. Harvey has been awarded prime contracts with the Air Force, Navy, Army, U.S. Dept of Labor, U.S. Dept of State and the Pennsylvania State System of Higher Education.

Dr. Harvey received her Master of Arts in Counseling from Governors State University and her PhD in Counselor Education and Supervision from The Pennsylvania State University, both CACREP accredited programs.



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Title of Course: Applied Suicide Intervention Skills Training (ASIST)			
Commercial Price of Course:	\$1500 per facilitator (minimum 2 facilitators)	Length of Course (# of Hrs/Days):	16 Hours
Minimum Number of Participants:	8	Maximum Number of Participants:	30
Price for Additional Students Above Minimum (if applicable)	N/A		
Support Materials Provided as Part of the Course (e.g., Training Manuals, CDs, DVDs):			
Off the shelf materials can be purchased separately from LivingWorks			
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>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 15-30 registered participants will require two training rooms for small workgroups.</p> <p>Many government agencies have provisional trainers. Trainings with 8-15 registered participants can be co-facilitated with one provisional trainer to facilitate their competence of the ASIST program for preparation, delivery and workgroup facilitation to achieve registered trainer status.</p> <p>ASIST is listed on SAMHSA’s National Registry of Evidence-based Programs and Practices.</p>			



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Title of Course: Employee Assistance Program Workshops			
Commercial Price of Course:	\$170 per hour	Length of Course (# of Hrs/Days):	1-16 Hours
Minimum Number of Participants:	4	Maximum Number of Participants:	30
Price for Additional Students Above Minimum (if applicable)	N/A		
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 seminar 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.</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• Mindfulness for Beginners• Stress: A Way of Life?• EAP Orientation for Employees• EAP Orientation for Supervisors• Suicide Prevention• Dealing with Difficult People• Being Accountable in Work and Life• Stress Management• Career Development			



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Title of Course: Myers-Briggs Type Indicator

Commercial Price of Course:	\$187.50 per hour	Length of Course (# of Hrs/Days):	1-16 hours
Minimum Number of Participants:	4	Maximum Number of Participants:	30
Price for Additional Students Above Minimum (if applicable)	N/A		

Support Materials Provided as Part of the Course (e.g., Training Manuals, CDs, DVDs):

Off the shelf materials can be purchased separately from CPP, Inc.

Description of Course, Including Major Objectives

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 workshop shall encompass analysis of the assessment, lesson plans, training aids, and handout materials to be presented by an MBTI Certified instructor.

Off the shelf programs include:

Understanding Your MBTI Step II Results

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.

Team Development: Using the Myers-Briggs Type Indicator

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.

Impactful Influencing: Harnessing the Power of Myers Briggs Type

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.

Compelling Conversations: Developing Communication Styles



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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 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:	\$1500 per course	Length of Course (# of Hrs/Days):	8 hours
Minimum Number of Participants:	8	Maximum Number of Participants:	25
Price for Additional Students Above Minimum (if applicable)	N/A		

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:

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.

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.

At the end of the day, participants will:

- 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.

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.



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Title of Course: Prevention and Relationship Education Program 8.0 (PREP 8.0)

Commercial Price of Course:	\$354.17 per module	Length of Course (# of Hrs/Days):	One hour per module
Minimum Number of Participants:	8 (4 couples)	Maximum Number of Participants:	30 (15 couples)
Price for Additional Students Above Minimum (if applicable)	N/A		

Support Materials Provided as Part of the Course (e.g., Training Manuals, CDs, DVDs):

Off the shelf materials can be purchased separately from PREP, Inc.

Description of Course, Including Major Objectives:

Prevention and Relationship Education Program developed by PREP, Inc. teaches couples communication and problem solving skills found to be linked to effective marital functioning, such as ground rules for handling conflict, forgiveness, speaker/listener techniques and how to preserve and enhance fun, friendship and commitment. The PREP 8.0 curriculum is designed to be delivered over 12 hours of contact time with couples, or an hour per module. Research shows that couples that have participated in PREP are less likely to get divorced and have significantly higher levels of marital satisfaction. This program is useful for marriage/couples retreats, domestic violence prevention, employee assistance/wellness and pre/post deployment programs.

The program will be delivered by facilitators certified in the PREP 8.0 program.

Twelve Modules (*Customers can select any combination as needed*):

The Three Keys to Success

This is the introduction topic to PREP program. It allows the participants to get to know each other establish relationship definitions and learn the three keys (Do Your Part; Decide Don't Slide and Make It Safe to Connect) that are utilized throughout the training.

Personality

There are patterns in the ways people think, feel and behave. Understanding these personality styles can help us know what to expect when we deal with the similarities and differences in others, especially with our partner. This session will help participants learn more about both their own and their partners personality patterns and style.

Danger Signs & Time Out

Partners can develop negative or destructive patterns of communication that are poisonous to a relationship. In this workshop, participants will learn to recognize the four communication danger signs (Invalidation, Escalation, Withdrawal, and Negative Interpretations) that can strain the emotional and physical safety in a relationship.



The Speaker Listener Technique

In this session, participants will learn communication skills for both speaking and listening in a relationship. Couples will learn techniques to communicate effectively and safely, especially during times of conflict or misunderstanding on difficult topics respectfully.

Events, Issues & Hidden Issues

Layers of conflict can sit below the surface in a relationship. We need a way to understand and manage the layers of conflict, by containing the Events that trigger conflict, handling the Issues that we most often argue about and safely share the Hidden Issues that can fuel the conflict. In this session, participants will learn skills to talk safely about the source of the conflict and work toward understanding each other better.

Fun & Friendship

Fun is important to an individual as well as a couple's well-being. When individuals experience positive emotions, they think sharper, solve problems better and gain confidence in dealing with the challenges of life. In this session, we focus on keeping fun and friendship alive in a relationship.

Commitment

Commitment is about sticking to choices and investing in decisions made for the relationship. It can be helpful to have positive images of commitment to develop a shared vision for the relationship. In this session, couples will explore priorities, ways to support them, and how small sacrifices make a big difference.

Expectations

Everyone has expectations for self and others about the way things should be. When the expectations about behaviors, roles, and relationships are not known, a couple's relationship satisfaction may be low. In this lesson, participants learn how unmet and unrealistic expectations can impact a relationship and setting realistic expectations with each other.

Problem Solving

Couples with the greatest relationship satisfaction are the ones who are working together to solve their problems. Participants will practice safe ways to talk about and solve their problems as a team.

Anger & Stress

Anger & stress factor into our relationships from every angle of our lives, but romantically, stress and anger: (1) drains strength, (2) increases conflict, and (3) decreases trust. In turn, stress wears down our ability to give our partners the patience and attention they deserve, often increasing conflict and decreasing trust. In this session, participants will learn to recognize, manage and talk about ways to manage the impact of anger and stress on their relationship.

Love Styles

Feeling loved is a basic emotional need for humans. While this need is innate, the ways to meet that need are less clear. Understanding varied means of *expressing* and *receiving* love is a pivotal foundation for feeling a satisfying, recurring sense of love. In this session, participants will learn about and assess their own love style and share with their partner how they receive love.



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Forgiveness

Forgiveness--as opposed to reconciliation or forgetting-- is commonly misunderstood. The concept of forgiving, therefore, is defined while the *why* and *how* to forgive is explored.



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Title of Course: safeTALK: suicide alertness for everyone Tell. Ask. Listen. Keepsafe.			
Commercial Price of Course:	\$1500 per course	Length of Course (# of Hrs/Days):	4 hours
Minimum Number of Participants:	8	Maximum Number of Participants:	30
Price for Additional Students Above Minimum (if applicable)	N/A		
Support Materials Provided as Part of the Course (e.g., Training Manuals, CDs, DVDs):			
Off the shelf materials can be purchased separately from LivingWorks			
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 a safeTALK/ASIST trained community support person per training.</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, KeepSafe and• Know community resources and how to connect someone with thoughts of suicide to them for further suicide-safer help. <p>Our safeTALK Registered Trainer 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>			



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Title of Course: Family Resilience Retreat (Strong Bonds)

Commercial Price of Course:	\$3187.50 for weekend retreat	Length of Course (# of Hrs/Days):	16 hours
Minimum Number of Participants:	20 (5 families)	Maximum Number of Participants:	40 (10 families)
Price for Additional Students Above Minimum (if applicable)	N/A		

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:

Family Wellness: Survival Skills for Healthy Families is a psychoeducational program designed by Family Wellness Associates (FW) to help families (including children ages 6 and up) strengthen their connection with each other and reinforce healthy ways of interacting. The program aims to improve family members' communication, conflict resolution, problem solving, disciplinary and cooperation skills.

The eight module Family Wellness curriculum can be offered in a variety of formats over the entire weekend retreat. The sessions focus on parenting, family functioning, and couples and relationships. Children participate in the parenting and family functioning sessions; couples and relationships are for the parents only. Each module can be delivered up to two hours. This program will be conducted by a facilitator certified in FW: Survival Skills for Healthy Families version 3 released in 2017.

Goals of the Program:

- To empower people to manage their families in healthy ways.
- To focus on emotional and behavioral health and competence.
- To provide high caliber trainers from participants' own culture whenever possible.
- To provide quality services and resources.

This program is listed on SAMHSA's National Registry of Evidence-based Programs and Practices.

Eight Modules (*Customer can select any combination as needed*):

Map for Healthy Families

Parents in health families accept two roles: to lead and to model. Children need to learn to feel good about themselves and get along with other people. In this session, parents will make and help their children learn for their families so that they stay in charge.



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Children in Healthy Families

Children will learn ways to live with people, get along with others, develop skills and become an individual in their families and the world. In this session, children will learn how to have a say in developing the family rules.

Adult Relationships in Healthy Families

Parents are the family of origin for their children. They help their children learn skills for interpersonal relationships with others. In this session, parents will work separately from their children to focus on their relationship as a couple. Specifically focused on how they set examples for speaking, listening and negotiation with a partner.

As Children Grow – Change in Healthy Families

Children change as they grow up, adults change as they pass through life stages, and families change. Family health depends on the ability of the family to adapt to change whether positive or negative. In this session, participants will learn how change adds to their family including five general rules for managing change.

Parents as Leaders

All families have their own ways of doing things or "rules" that define how family members work together. These informal rules explain how people talk to each other, how they get along, and who does what in a family. The rules are often passed down from one generation to another. Sometimes family members say these rules to each other and sometimes they don't. In this session, we will focus on the job of Parents as leaders for their children.

Parents as Models

In this session, we focus on parents learning to encourage, listen and talk with their children. Parents will learn how to spend time with them, encourage them, and spend time listening and talking together with them about things that are meaningful to you and your children.

Solving Family Problems

In this session, we will focus on how to solve family problems. Participants will see how to use the three basic skills of SPEAK, LISTEN and COOPERATE to help work through hard times. They will also learn and practice a three-step plan (Know When You Are in Hard Times; Work Together; Solve the Problem) for solving problems.

Values: Preparing Your Child for Life

Parents are the primary influence on their children and your values evolve over time. Because the changes occur gradually, it is important to think about and identify what your values are. In this session, participants will identify their values, make rules that support their values, state them to their children and recognize when to get outside help, if needed.