

AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: 11/21/2025

Meeting Date: 12/8/2025

Submitted By: April Long

Department: County Clerk

Signature of Elected Official/Department Head:

April Long

Court Decision: <small>This section to be completed by County Judge's Office</small>
 12-08-2025

Description:

Acknowledgment and approval of a 1-Day Management Training facilitated by Nancy Baird of Training Strategies, Inc., to be offered to all Johnson County departmental management personnel. Training to be held in Adult Probation's Conference Room on February 19, 2026.

(May attach additional sheets if necessary)

Person to Present: April Long

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 5 minutes

Session Requested: (check one)

Action Item Consent Workshop Executive Other _____

Check All Departments That Have Been Notified:

County Attorney IT Purchasing Auditor
 Personnel Public Works Facilities Management

Other Department/Official (list) County Judge

**Please List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**

Johnson County

1-Day Management Training Proposal

Performance Management:

Becoming the Leader Others Want to Follow!

Trainer



Nancy H. Baird, M.Ed., is the president of Training Strategies, Inc., a Human Resources consulting company specializing in training, consulting, and management and organizational development. During her 30 years of consulting, Nancy has provided extensive expertise in Human Resources including setting up the Human Resources Department for an oil and gas company in Houston for two years. Nancy began her career with Harris County where she worked as a Juvenile Probation Officer and Training Specialist.

Nancy is a dynamic facilitator who has more than 30 years of experience conducting training and developing training materials. She has conducted workshops for more than 300 companies, associations and agencies, including the United Way of the Texas Gulf Coast, Hilcorp Energy Company, Scientific Drilling International, Cathexis Oil & Gas, LLC, Mariner Energy, Vinson & Elkins LLP, Baker & McKenzie Law Firm, Friedkin Companies, MD Anderson Cancer Center, Sam Houston State University's Correctional Management Institute of Texas (CMIT), and Rice University.

Nancy, a native Houstonian, attended the University of New Mexico and received her undergraduate degree in Anthropology and a Master of Education Degree in Educational Psychology from the University of Houston. She is an expert in designing creative training programs that change the way people think and in guiding organizations to develop empowered teams, and vital, realistic strategic plans. Her humor and energy invite participants to learn and work in a relaxed, positive atmosphere. People do not forget Nancy Baird and her unique training and facilitating abilities.

Workshop Overviews and Objectives

Great leaders are energizing and productive, delivering breakthrough results. But the vast majority of managers have been promoted because they have done their jobs well. People are thrown into the management role without the key skills needed to manage effectively. They are expected to suddenly develop management skills without any formal training. Outstanding managers are strategic decision makers, have self-discipline to manage themselves and the staff they supervise, and the self-confidence to inspire teams. In order to hold staff accountable, managers have to speak with one voice to set organizational goals and standards. Once these are established, staff must be held responsible for the results. If teams are not held accountable, the organization will fail.

This 1-day, 7-hour management-training program will provide specific techniques and skill practice exercises to help managers communicate organizational goals and expectations and provide the skills needed to hold staff accountable for their actions – focusing on results. At the conclusion of the workshop, participants will be able to:

1. Identify the qualities that supervisors must possess to increase respect and loyalty among co-workers and subordinates.
2. Identify the differences in dress, professional development, and organizational philosophy between line staff and management and its impact on behavior.
3. Using a communication styles inventory, identify their personal communication styles and ways in which individual communication styles impact others.
4. Demonstrate methods to more effectively communicate with co-workers and staff who have different communication styles.
5. Demonstrate the most effective method to communicate agency policies and procedures to staff in order to increase compliance.
6. Demonstrate examples of ways in which personnel, who are experiencing professional transitions, “burn their bridges” by their actions, and methods to increase their success during the transition.
7. Identify the basics of manager’s tools of the trade including; delegating, meetings, and time management.
8. Given sample interview questions, develop behavioral interviewing questions.
9. Given a problem employee, determine whether the identified behavior is a “process” concern or an “outcome” concern.
10. Define the “ABC’s of Documentation” to document employee performance.
11. Describe a 7-step performance improvement process and methods to accurately document performance problems, including the unique needs of Generations “X” and “Y” employees.
12. Given a sample “Performance Improvement Action Plan,” list the benefits of employee-generated plans.
13. Identify the techniques needed to conduct a Performance Evaluation accurately, consistently, and objectively.
14. Identify how ethical behavior influences leadership and management.
15. Define methods to recognize, reward, and mentor employees to build leaders from within an organization.
16. Define the terms leadership and management to determine the difference in inspiring and retaining employees and methods to improve leadership skills.
17. Define the key components needed to build and maintain a successful team – a management team – committed to speaking with “one voice” and the overall success of the organization.
18. Using a “Professional Development Action Plan, identify professional goals and strategies for accomplishment of these goals.

Workshop Format

This 1-day Management Training Program is designed for all **Johnson County Managers, Leaders, and Potential** Manager. It will be presented in a one-day session and limited to a maximum of 75 participants. Below is a sample agenda:

8:30 a.m. – 10:30 a.m.	<i>Welcome and Introductions</i> <i>Increasing Respect and Loyalty</i> <i>Communication Skills: Speak so People Will Listen...Listen So People Will Speak</i> <i>Implementing Policies: Don't Kill the Messenger" – Getting Buy-in From Employees</i> <i>Office Gossip and "Clicks": Stopping Them in Their Tracks</i>
10:30 a.m. – 10:45 a.m.	<i>Break</i>
10:45 a.m. – 12:00 p.m.	<i>Transitioning From Peer to Boss: How to Avoid the Roadblocks</i> <i>Managing Through Change: Don't Burn Your Bridges</i> <i>Tools of the Trade: Delegating, Meeting, & Time Management</i> <i>Behavioral Interviewing: Past Behavior Predicts Future Performance</i>
12:00 p.m. – 1:00 p.m.	<i>Lunch</i>
1:00 p.m. – 3:00 p.m.	<i>Problem Employees: Process Versus Outcome</i> <i>7-Step Performance Improvement Process: Focusing on the Outcome</i> <i>Documentation: The Key to Managing Performance</i> <i>Managing Generational Differences: Boomers, Generations X, Y, and Z</i> <i>Progressive Discipline: Step-by-Step</i> <i>Performance Evaluations: Fair, Accurate, and Useful</i> <i>Recognizing and Rewarding Employees: Behavior Modification at Work!</i>
3:00 p.m. – 3:15 p.m.	<i>Break</i>
3:15 p.m. – 5:00 p.m.	<i>Leadership Versus Management: Wearing Both Hats All Day</i> <i>Ethics at WORK!</i> <i>Our Team: Speaking with One Voice</i> <i>The Inspirational Leader: Becoming the Leader Staff Want to Follow</i> <i>Professional Action Plan</i>
5:00 p.m.	<i>Evaluations and Adjourn</i>

Instructional Methods

The workshop will include lecture, guided group discussion, assessments, individual and group activities, and action plans.

Training Credit

The workshop will be approved for training credit or CEUS from the following:

- Texas Certification Board of Alcoholism and Drug Abuse Counselors (LCDC)
- Texas State Board of Examiners of Profession Counselors (LPC)
- Texas State Board of Social Work Examiners (LMSW)
- Texas State Board of Marriage and Family Therapists (LMFT)
- Texas State Board of Public Accountancy (CPE)
- Texas Department of Criminal Justice – Community Justice Assistance Division (TDCJ-CJAD)
- Texas Juvenile Justice Department (TJJD)
- Texas Commission on Law Enforcement (TCOLE)

Materials and Equipment

To be provided by **Johnson County**:

- Training room, set-up with tables and chairs.
- Easel and newsprint (flipchart).
- Participant handouts.

To be provided by **Training Strategies, Inc.**:

- Master copy of participant handouts that will include customized skill practice exercises, handouts, assessments, worksheets, master copy of certificate, and workshop evaluations.

Cost

The cost includes development and delivery of the one-day workshop and master copy of participant handouts.

\$2,958.04 – Total

\$ 2,500.00 training fee

\$ 458.04 Travel (\$122.04 Hotel and Mileage to/from Houston – \$336.00 - 480 miles
@\$.70/miles)