

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

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**COUNTY ADDENDUM FOR  
TRAINING AGREEMENT(S)**

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**Important Notice:** County Purchase Orders and Agreements constitute expenditures of public funds, and all vendors or Service Providers are hereby placed on notice that such procurement is subject to the extent authorized by Texas law, including but not limited to Tex. Const. art. XI, § 7, the Texas Government Code, the Texas Local Government Code, the Texas Transportation Code, and the Texas Health & Safety Code.

THIS AGREEMENT is made and entered into by and between **Williamson County, Texas** (hereinafter "The County" or "Williamson County"), a political subdivision of the State of Texas, acting herein by and through its governing body, and **Training Strategies, Inc** (hereinafter "Company").

**I.**

**Services:** Company shall provide services *as an independent contractor* pursuant to terms and policies of the Williamson County Commissioners Court. Company expressly acknowledges that he, she or it is not an employee of The County. The services include, but are not limited to the following items in order to complete the project:

**As described in the attached Statement of Work/Quotation, dated August 16, 2022 which is incorporated herein as if copied in full.**

Should The County choose to add services in addition to those described in attached Exhibit, such additional services shall be described in a separate written amendment to this Contract wherein the additional services shall be described and the parties shall set forth the amount of compensation to be paid by The County for the additional services. Company shall not begin any additional services and The County shall not be obligated to pay for any additional services unless a written amendment to this Contract has been signed by both parties.

**II.**

**Consideration & Compensation:** Company will be compensated based on a fixed sum for the specific project herein. **The not-to-exceed amount under this agreement is \$1500 for one class 2.5 hours in duration, plus traveling expenses (hotel, per diem, mileage) unless amended by a change order and approved by the**

**Williamson County Commissioners Court.** Travel expenses will be reimbursed in accordance with the Williamson County Vendor Reimbursement Policy

Payment for goods and services shall be governed by Chapter 2251 of the Texas Government Code. An invoice shall be deemed overdue the 31st day after the later of (1) the date The County receives the goods under the contract; (2) the date the performance of the service under the contract is completed; or (3) the date the Williamson County Auditor receives an invoice for the goods or services. Interest charges for any overdue payments shall be paid by The County in accordance with Texas Government Code Section 2251.025. More specifically, the rate of interest that shall accrue on a late payment is the rate in effect on September 1 of The County's fiscal year in which the payment becomes due. The said rate in effect on September 1 shall be equal to the sum of one percent (1%); and (2) the prime rate published in the Wall Street Journal on the first day of July of the preceding fiscal year that does not fall on a Saturday or Sunday.

### III.

**Termination for Convenience:** This Agreement may be terminated at any time at the option of either party, without future or prospective liability for performance upon giving fourteen (14) days written notice thereof. In the event of termination, The County will only be liable for its pro rata share of services rendered and goods actually received.

### IV.

**Mediation:** The parties agree to use mediation for dispute resolution prior to and formal legal action being taken on this Agreement.

### V.

**Venue and Governing Law:** Venue of this Agreement shall be Williamson County, Texas, and the law of the State of Texas shall govern.

### VI.

**Texas Law Applicable to Indemnification:** All indemnifications or limitations of liability or statutes of limitations shall be *to the extent authorized under Texas law* and shall follow Texas law without modifying The County's rights.

### VII.

**County Judge or Presiding Officer Authorized to Sign Agreement:** The presiding officer of Licensee's governing body who is authorized to execute this instrument by order duly recorded may execute this addendum on behalf of Licensee.

WITNESS the signatures of all parties in duplicate originals to be effective as of the date of the last party's execution below.

WILLIAMSON COUNTY:

COMPANY: *Training Strategies, Inc.*

\_\_\_\_\_  
Authorized Signature

Date: \_\_\_\_\_, 202\_\_

*Nancy H. Baird, President/CEO*  
\_\_\_\_\_  
Authorized Signature

Date: *August 18*, 202*2*



# Williamson County Auditor's Office

## Training Proposal

### **Speaking with One Voice:** **Building a Strategic Action Team**

#### 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.

#### Instructional Methods

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

## Workshop Overview and Objectives

Great teams are energizing and productive, delivering breakthrough results. In an effective team, everyone understands how to contribute in ways that support team outcomes that go above and beyond what any individual could accomplish alone. This synergism—the interaction of elements that when combined produce a total effect that is greater than the sum of the individual contributions—is required to create successful team dynamics as well as organizational success.

But teamwork isn't always easy. Even the best teams, with the most well-intentioned colleagues, can encounter problems that hinder their collective accomplishments. To improve results the team members who are committed to and responsible for the achievement of the **Williamson County Auditor's Office** long-term success must be focused and work together to ensure positive long-term departmental and ultimately organizational results. Especially during times of major organizational transitions. Thriving, as opposed to just surviving, these transitions should be the goal of each team member to increase overall organizational success.

This workshop will provide strategies and techniques for building a great team focused on cultivating maximum team productivity, enhancing communication and trust, and successfully navigating organizational transitions.

At the conclusion of this training, participants will be able to:

1. Identify personal strengths and ways in which these strengths have helped them be an exceptional team member, especially during times of organizational transitions.
2. Describe a "pessimist" and an "optimist" and how their behavior and beliefs impact their personal and team productivity.
3. Identify personal communication styles and the way in which different styles affect personal effectiveness and individual and team performance.
4. Demonstrate strategies to increase effective communication with different styles to maximize overall productivity of the team.
5. Define the term "*implicit bias*" and how it impacts teamwork and overall team results.
6. Identify the stages of change and 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 methods to increase team skills and the ability for the team members to build trust and be consistent in speaking with "one voice."
8. Identify the characteristics of successful teams and methods to increase unity among team members in order to consistently expect exceptional results, especially during organizational changes.
9. Develop a plan of action for personal leadership, more communication focusing on positive results, and overall team success.

## Materials and Equipment

To be provided by **Williamson County Auditor's Office:**

- Training room, set-up with tables and chairs.
- Participant handouts.

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

- Master copy of participant handouts that will include customized skill practice exercises, handouts, assessments, worksheets.

## Workshop Format

This workshop will be presented in a 2 ½ hour session on September 14, 2022. Below is a sample agenda:

9:00 a.m. – 11:00 a.m.	<i>Welcome and Introductions</i>
	<i>Personal Strengths and Success Strategies</i>
	<i>Pessimist versus Optimist: It's Between Your Ears</i>
	<i>Communication Styles: Speak So People Listen...Listen So People Speak</i>
	<i>Implicit Bias: How It Affects Teamwork</i>
11:00 a.m. – 11:30 a.m.	<i>Stages of Change: Don't Burn Your Bridges</i>
	<i>Speaking with One Voice: Why It Matters!</i>
	<i>Organizational Transitions: How to Build a Strategic Action Team to Navigate and Achieve Success</i>
	<i>Personal Plan of Action</i>
	<i>Adjourn</i>

## Cost

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

\$ 1,500.00 plus travel expenses (mileage (Houston to Georgetown), one night hotel lodging)