

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

COUNTY ADDENDUM FOR TRAINING AGREEMENT

Important Notice: County Purchase Orders and Contracts constitute expenditures of public funds, and all vendors are hereby placed on notice that any quotes, invoices or any other forms that seek to unilaterally impose contractual or quasicontractual terms are subject to the extent authorized by Texas law, including but not limited to the Texas Constitution, the Texas Government Code, the Texas Local Government Code, the Texas Transportation Code, the Texas Health & Safety Code, and Opinions of the Texas Attorney General relevant to local governmental entities.

THIS COUNTY ADDENDUM FOR TRAINING 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"), both of which are referred to herein as the parties.

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:

As described in the attached Statement of Work/Quotation, dated September 24, 2024, 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 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.

Authorized Expenses: In the event County authorizes, in advance and in writing, reimbursement of non-labor expenses related to the services subject of this Contract, County will pay such actual non-labor expenses in strict accordance with the Williamson County Vendor Reimbursement Policy (as amended), which is incorporated into and made a part of this agreement by reference. The Williamson County Vendor Reimbursement Policy can be found at: [WilliamsonCountyVendorReimbursementPolicyMarch2023.pdf \(wilco.org\)](https://www.wilco.org/WilliamsonCountyVendorReimbursementPolicyMarch2023.pdf). Invoices requesting reimbursement for authorized non-labor expenses must be accompanied by copies of the provider's invoice and clearly set forth the actual cost of the expenses, without markup.

VIII.

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

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:

Authorized Signature

Printed Name

Date: _____, 202__

COMPANY:

Training Strategies, Inc
Nancy H. Baird, President/CEO

Authorized Signature

Nancy H. BAIRD

Printed Name

Date: *October 7*, 202*4*

Williamson County Auditor's Office

Training Proposal

Building a Strong Work Team: Focusing on Win-Win Results in an Everchanging Workplace Environment!

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

Today's workplace, in many ways, is completely different from even 3-5 years ago. Now employee demands have increased to the extent it is hard for leaders to meet many of these expectations. Therefore, it is time to change the culture of work! Every organization has a unique "work culture" that is created by the leaders and, ultimately, the organization's long-term goals and customers' (internal and external) demands. A "high-performance work team" refers to a group of goal-focused individuals with specialized expertise and complementary skills who collaborate, innovate, and produce consistently superior results. This group relentlessly pursues performance excellence through shared goals, shared leadership, collaboration, open communication, clear role expectations, group operating rules, early conflict resolution, and a strong sense of accountability and trust among its members.

Team members want to know where they are going, so they understand the method and plan to navigate a path to personal and organizational success. This takes focused and positive teamwork. This teamwork can only be achieved with everyone "rowing" in the same direction. This workshop will provide strategies and techniques for building a great team focused on cultivating maximum team productivity, enhancing communication and trust, and aligning team members around shared goals.

At the conclusion of this team building retreat, participants will be able to:

1. Identify personal skills and experiences that enhance the complementary skills and successes of team members.
2. Identify how changes in today's workplace have influenced the way in which everyone works today.
3. Identify personal communication styles and the way in which different styles affect personal effectiveness, individual and team performance.
4. Demonstrate strategies to increase effective communication with different styles to maximize individual productivity and increase positive organizational and team results.
5. 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.
6. Describe **Williamson County Auditor's Office** "organizational culture," and ways in which the culture impacts communication, team effectiveness, and the successful achievement of personal and organizational goals.
7. 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.
8. Working in groups, develop "Team Commandments" (Ground Rules) the **Williamson County Auditor's Office** team must live by to enhance the overall productivity of the team.
9. Develop a plan of action for personal team skills focusing on positive personal 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-hour session on November 15, 2024. Below is the agenda:

1:00 p.m. – 3:00 p.m.

Welcome and Introductions

My Skills...My Team

Seismic Changes: Workplaces are a Different Animal Today

Pessimist versus Optimist: It's Between Your Ears

Communication Styles: Speak So People Listen...Listen So People Speak

Our Organizational Culture: Why It Matters!

Team Commandments: Focusing on What Works!

Strategic Action Teams Take WORK!

Personal Plan of Action

Adjourn

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)