

Human Capital and Training Solutions (HCaTS) Small Business Pool 1



**Communication Institute
International, Inc
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Certifications



***Travel the road to
greatness. We'll be your
guide.***

ABOUT US

CI International is a small business which has been providing high-impact, customized human capital management and training solutions to help transform individuals and organizations within the federal government since 1996. Known in industry as the small business with big business capabilities, we have made working with the Federal Government our specialty and we have been privileged to serve individuals and teams at all levels, reaching far and wide throughout departments, agencies, offices, and organizations.

Our clients look to us to dig deeper, listen more fully, and provide higher-impact custom services that deliver lasting results. With every step, no matter how straightforward or challenging, we act in your best interests. We don't just offer you advice, we offer you partnership. We help you discover real-world solutions to overcome difficult challenges, thrive through change, and discover new ways to achieve greater success.

You and your team have the power to create change, to create your own conditions for success. However, it can be a challenge to navigate to a new way of thinking or push past the barriers that stand in the way. With the right tools, support, expert guidance, you'll have the vision and power to overcome the obstacles in your way.

The company was founded on the idea that greatness exists in all of us and helping our clients realize that greatness is central to our vision and inherent in our values. Throughout our history we have focused on helping our clients:

- Lead more effectively
- Communicate with greater impact
- Work more efficiently
- Learn, grow, and thrive personally and professionally

***We transform individuals, organizations, and
communities through custom solutions that lead to
lasting results.***

Details about our offerings are provided in the pages that follow.

KSA 1 – Customized Training and Development Services

KSA Disciplines	CI International Offering
Training Program Management Support	<ul style="list-style-type: none"> Leadership Program Design Training Needs Assessment and Analysis Train the Trainer Training Program Coordination Training Event Planning Training Program Evaluation Alignment of Training and Development with Strategic Goals Training Manual Development 508 Compliance Assessment
Technical Skills and Knowledge Training/Learning	<ul style="list-style-type: none"> CQI overview CQI Root Causes CQI - Writing SMART Objectives/Goals Health Literacy - How to create messages to populations with lower literacy rates Informed Consent for Lower Literacy Populations Creating Data Collection Tools Research Program Evaluation Design Program Evaluation Overview Logic Models & SMART Goals/Objectives Qualitative Data Coding
Career Development and Management	<ul style="list-style-type: none"> Influencing Upward Leading Without Formal Authority Why Good Leaders Fail Courageous Decision Making Tactical to Strategic Thinking Mentoring Skills Managing Conflict and Negotiating Agreement Innovation in Public Service Imposter Syndrome Motivation and Engagement Emotional Intelligence for Leadership and Self-Awareness MBTI for Leadership and Self Awareness DiSC for Leadership and Self Awareness
Leadership, Management, and Supervisory Training and Development	<ul style="list-style-type: none"> Senior Leader Development Program Mid-Level Leadership Development Program Leadership for New Supervisors Emerging Leadership Development Program

KSA 1 – Customized Training and Development Services

Leadership, Management, and Supervisory Training and Development (cont'd)

Leadership Essentials for Law Enforcement Personnel
Fundamentals of Leadership
Change Management for Leaders
Leadership Skills and Techniques Leading in a Telework Environment
Storytelling to Drive Results
Making Telework Work
Setting Goals and Expectations
On-going Feedback and Communication
Writing Self-Assessments
Rewards and Recognition
Conducting the Performance Appraisal

General Skills and Knowledge Training Development and Coaching

MBTI
MBTI Step II
FIRO-B
EQ-1 2.0
EQ 360
TKI
DiSC
Birkman
StrengthFinders
True Colors
Mile Marker 360
Skill-Scope 360
Coaching Skills for Leaders
Advanced Coach Training
Executive Coach Certification Program
High Impact Communication Interpersonal Communication
Change Management for Employees
Moving Beyond Customer Service – Critical Consulting Skills
Introduction to Diversity and Inclusion
Micro-Messaging
Examining Individual and Cultural Bias
Communicating Across Generations

KSA 2 – Customized Human Capital Strategy Services

KSA Disciplines	CI International Offering
Talent Management	<ul style="list-style-type: none"> Workforce Planning and Strategy Workload Analysis Skills Assessment
Human Capital Management	<ul style="list-style-type: none"> Employee Engagement Surveys FEVS Analysis and Action Planning Career Path Analysis Career Path Development Career Development Guides Succession Planning Organizational Health Assessment Organizational Design Individual, Team, and Organizational Assessments
Integrated Business Management	<ul style="list-style-type: none"> Strategic and Operational Planning Business Process Improvement Productivity Improvement
Change Management	<ul style="list-style-type: none"> Change Readiness Assessment Strategic Communication Plan Development and Implementation Strategic Change Management Organizational Mergers
Performance Management	<ul style="list-style-type: none"> Performance Management Program Design Performance Management Program Analysis
Employee Value Proposition	<ul style="list-style-type: none"> Recruiting and Retention Strategy Development and Implementation
Knowledge and Competency Management	<ul style="list-style-type: none"> Competency Development Competency Analysis Job Series Analysis Job Description Development and Alignment with Competencies

KSA 3 – Organizational Performance Improvement

KSA Disciplines	CI International Offering
Performance Metrics and Improvement	Development of Organizational Performance Metrics Identification of Organizational Performance Measures
Change Management	Change Readiness Assessment Strategic Communication Plan Development Strategic Change Management
Strategic Planning and Alignment	Strategic Goal Setting Strategic Plan Development Strategic
Facilitation	Consultative Facilitation Project Team Kick-Off and Problem Solving
Data Analytics	Quantitative and qualitative data interpretation and dissemination Database Design and Development Development of Data Collection Tools Database Management Data Visualization Extract, Transform, and Load (ETL) Development of standards and interoperability
Employee Value Proposition	Career Coaching
Business Process Improvement and Reengineering	Administrative Process Consolidation and Improvement
Organizational Assessment and Transformation	Organizational Effectiveness Assessment Culture Assessment Employee Engagement Survey Organizational Merger