



HUMAN & ORGANIZATIONAL DEVELOPMENT

TRAINING SERVICES

BUSINESS SERVICES

SUBMITTED BY:

James Gilmore Jr., MPA, PhD

Bayard Management Group, LLC

drgilmore@bayardmanagement.com

(225) 236-7692 (Phone)

www.bayardmanagement.com

ORGANIZATIONAL HISTORY



The Bayard Management Group, LLC (BMGLLC) is a full-service company that designs and facilitates training and business development programs that help build strong and productive individuals and organizations. The firm was established in 2006 by Dr. James Gilmore, Jr., former advisor to Governor Kathleen Blanco, Lt. Governor Mitchell Landrieu, Governor John Bel Edwards, and also former Manager of Human Resources and Training and Development for a Fortune 500 Company.

The company's mission is to build powerful and effective human capital and organizational development strategies for people and organizations across the globe.

The company accomplishes this mission in **six areas**:

- 1 • Strategic Planning and Development** – BMGLLC has a long history of assisting people and organizations develop strategic plans, business plans, career plans, and grow their human development and profit potential.
- 2 • Community, Organizational, and Human Development Needs Assessments and Testing** – BMGLLC has assessed and studied people, places, and organizations through a myriad of individual assessments (TABE, Disc, Leadership, Individual Service Strategy, etc.) as well as conducted community and organizational needs assessments.
- 3 • Curriculum and Instructional Design** – BMGLLC has the ability to customize curriculums and instructions for people and organizations based on the strengths, weaknesses, and aptitude of the individual or organization.
- 4 • Training and Development** – BMGLLC implements a diverse offering of training programs including Occupational and Safety, Youth Workforce Readiness, Adult Workforce Readiness, Leadership Development, and much more.
- 5 • Human Resource Management** – The company supports organizations through Human Resource Management functions including staffing, terminations, layoff planning and implementation, health benefits enrollment, payroll and compensation plan, workers compensation claims, unemployment insurance claims, EEOC complaints, workforce training, performance evaluation systems, and other labor relations functions.
- 6 • Human Resource Information Systems** – BMGLLC in partnership with GreenLink Human Capital Management provides customized Human Resource solutions through web based technology to manage client payroll, payroll tax filing, learning management, performance management, benefits management, and other employee engagement management tools.



TRAININGS OFFERED

Title: Attitude is Everything

Description: The session develops individuals by training them to understand the power of a positive attitude and how to exhibit a positive attitude regardless of life's circumstances. The session consists of lessons on Cultivating an Abundance Attitude, Focusing on Purpose, The Psychology of Winners, Developing the Desire to Win, Maximizing the Power of Enthusiasm, Having A Tough Mental Attitude, and Never, Never, Never, Give up.

Title: Communicating Effectively

Description: This training develops an individual's ability to hold effective conversations and match the method of communication to the message. Individuals will learn to understand communication basics such as: active listening, verbal and nonverbal, body language, using concrete vice abstract words, and tone/modulation. Individuals will be trained to identify communication goals, adjust communication style to the audience and situation, recognize and mitigate road blocks to effective conversations, and how to properly use email, voice mail, texting, meetings, phone, etc.

Title: Effective Time Management

Description: This training helps individuals to manage their time more effectively by teaching individuals to examine their roles and responsibilities based on their job description and stay focused on those tasks, discern high payoff activities, blocking time for planning, eliminating low-payoff activities, simplifying work through the use of technology, and managing or eliminating distractions at work.

Title: Respect Effect

Description: The seminar is adapted from the bestselling book, The Respect Effect. Participants learn the importance of respect, and the need to behave in a respectful manner to ensure that every individual feels respected.

Title: Effective Personal Leadership

Description: An individual's personal motivation and self-image is key to how they perform, respond, and lead in life. This session helps individuals realize their potential for personal leadership by building on their strengths; improving self-image and motivation; overcoming past conditioning; and experiencing self-motivation by altering attitudes, behaviors, and habits.

Title: Effective Personal Productivity

Description: Productivity is the wellspring of success and basic part of human nature, yet many individuals lack the direction they need to achieve. This session helps individuals to evaluate their attitude and make productive behavioral changes, thrive in a learning environment, become team players, set goals and achieve results, manage interruptions, and increase productivity by controlling priorities.

Title: Managing Stress

Description: This training helps individuals identify stress indicators in themselves and others, identify ways to manage your own stress, help others deal with excess stress, and develop strategies for turning stress into action.

Title: Job Readiness

Description: Multiple sessions are offered to prepare individuals for the job market, as well as help them maintain employment. Trainings include:

- How to have an engaging interview
- How to search for jobs that align with your skills and interests
- Creating a winning resume
- How to maintain positive relationships at work

CLIENT HISTORY



- + Certified Professional In Human Resources (PHR)
- + Certified in Diversity & Inclusion Management
- + Certified Disadvantaged Business Enterprise