



# ADMINISTRATIVE OFFICE OF THE COURTS

GOVERNMENT RELATIONS  
INFORMATION TECHNOLOGY  
INTERNAL AFFAIRS  
JUDICIAL COLLEGE OF MARYLAND  
**OPERATIONS**  
PROGRAMS

## **Addendum No. 1 Judicial College Leadership Conference Workshop Facilitators SP75007499**

**November 1, 2017**

This Addendum is being issued to amend and clarify certain information contained in the above named small procurement RFP. All information contained herein is binding on all Offerors who respond to this small procurement RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been **underlined** and language deleted has been marked with a ~~strikeout~~ (ex. language deleted).

### **1. Scope of Work / Generational Differences Workshop Facilitator:**

The Generational Differences Workshop Facilitator shall provide an informative, engaging half day workshop on the topic of generational differences addressing the following areas:

- Best practices in navigating the differences between generations in the workplace.
  - How to motivate the different generations in the workplace?
  - How to leverage each generations' strengths to improve the department, office, or court?
  - The workshop should be texturized beyond PowerPoint slides, to include videos, learning activities, engaging group discussion, and learning assessments.
  - **Duration of workshop and time allotted: six hours, one session per day, two days total.**
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## **2. Scope of Work / Interpersonal Skills Workshop Facilitator:**

The Interpersonal Skills Workshop Facilitator shall provide an informative, engaging half day workshop on the topic of interpersonal communication for successful work relationships addressing the following areas:

- Approaches to motivating and engaging team members.
- Improving the department culture to lead to a more engaged and high performing environment.
- Resolving conflict amongst team members within the department, office, or division.
- Strategies for sustaining a conflict free work environment.
- Transferrable and practical techniques to improve the work/life balance for leaders and team members.
- The workshop should be texturized beyond PowerPoint slides, to include videos, learning activities, engaging group discussion, and learning assessments.
- **Duration of workshop and time allotted: six hours, one session per day, two days total.**

Date Issued: November 1, 2017

Issued by: April Molley, Procurement Officer