



Needs Analysis, Proposal and Agreement



We exist to empower leaders and teams to breakthrough and achieve their potential!

Call us at: 0481 307 778

Email: scott@breakthroughcorporatetraining.com.au

Learn more or watch our information video at: www.breakthroughcorporatetraining.com.au

The Breakthrough Corporate Training Advantage

We exist to empower leaders and teams to breakthrough and achieve their potential!

Our core purpose is to empower leaders and teams to breakthrough and achieve their potential. Our core values reflect the depths of who we are. Our Core values are **Engagement, Breakthrough, and Passion**. Our nurture values reflect what we care about, and how we perform to achieve our goals. Our nurture values are **Relevance, Heart, Integrity, Presence, Truth, Courage, and Teamwork**.

Most of the time that we work with your team is spent activating what has been taught through interaction, activities, roll-plays, experiences, games, discussions and coaching. We have found that amazing content delivered with passion in a lively and engaging way boosts employee morale, retention and overall workplace satisfaction. Breakthrough Corporate Training has a strategic partnership with TransforMe and combined, we have over 70,000 hours of coaching/mentoring/training experience in organisations around the world. See some of our combined clients below. Our goal is to go over and above with our training by providing 2 or more trainers where possible. We aim to spend 50 - 75% of our time applying the learning. We don't offer every type of corporate training course but we are great at delivering the courses that we do offer. So give us a call or get an instant quote today. Find our details on the last page.

10s of 1000s of People from Organisations in Sydney Australia and Around the World have Been Transformed Through our Talks, Corporate Training, Coaching and Mentoring



Success Stories



"Scott has led multiple workshops on values, building healthy cohesive teams and Life Languages that have really impacted our business. The Life Languages program has been invaluable. My experience with Scott Epp has been empowering and transformational. It has been a positive investment, and we are continuing to integrate Scott and the Life Languages tool into our training and development..."

Kevin Bergeron – President & CEO at MiEnergy

'Shokai Group had the Life Language Communication Workshop today delivered by Scott & Nicole. It was fantastic. They are very friendly, passionate, professional, patient and they made the training very interesting. Everyone liked it and I believe we got to know more about ourselves and our communication effectiveness. Before the training, I was the one who contacted Scott. He is really helpful and always responded quickly & clearly. We are looking forward to having another training by them. Many thanks to Scott & Nicole. :)'

Cynthia Xiang – Office Administrator at Shokai Group



'Everything that we did together was so accurate and right away as Scott and Nicole described the different Life Languages I was able to identify how the Life Languages showed up in my life. I really liked how I wasn't boxed in with the Life Languages... I want to thank Scott and Nicole for facilitating for us because it's an awesome dynamic having them both lead as they both have such a high level of mastery and understanding of it that when they share it and communicate it they are able to make it so relatable. They each were able to share their own experiences and that made a big difference for us.'

Stefan James - Internet Entrepreneur and Founder of Project Life Mastery

Breakthrough Corporate Training Needs Assessment Tool© - Part 1

This Breakthrough Corporate Training Needs Assessment Tool© will help you determine what your team really needs with their training and development. In Part 1, you will seek to gain clarity regarding the intended participants, training goals, and preferred methods of delivery. Please take a moment to answer the following questions as you gain clarity on where your team is at.

1. What is the background of the intended participants (experience, ages, education, knowledge levels, cultural background etc.)?
2. What corporate training has been undertaken over the past 3 years, and what are the existing learning constraints?
3. What are the corporate training needs you are aware of that a training process could address for your leaders and/or team?
Are you targeting some specific problems or challenges?
4. What are the delivery options and estimated timelines for completion (on-site workshop, culture transformation programme etc.)?
5. What are your corporate training area needs? These may include areas such as leadership, communication, conflict, character development, teamwork, change, etc. Some examples of problems to overcome / address may include staff turnover, loss of market share, team conflicts, low staff motivation, customer complaints, stagnation, communication, etc.

CLIENT NEEDS	
1.	
2.	
3.	
PROBLEMS THIS TRAINING/TALK ETC SHOULD OVERCOME / ADDRESS	
1.	
2.	
3.	
ATTITUDES AND BEHAVIOUR GOALS (E.g. Commitment, team morale, communication insights, team orientation, focus)	
1.	
2.	
3.	

Breakthrough Corporate Training Needs Assessment Tool© - Part 2

In Part 2, please take a few moments to complete the following Needs Analysis. You will be prompted with different competencies and behaviours of your Leaders and Teams that you will rate out of 10 (with 10 being the highest.) Put an N/A if Not Applicable. Once you have completed the Tool, we recommend that you identify which areas are the most urgently needed for your team. Then look for our offerings that most align with your team's needs. The far right column indicates the related page numbers in our BCT Catalogue that you may want to consider. You can get an instant quote on our website. We would be happy to have a phone conversation or meet you at your location. Please find our details on the last page.

Needs Analysis conducted by:					
Competencies and Behaviour of your Leaders and Teams. With a 10 being the highest and 1 being the lowest please rate:		Current Level 1-10	Required Level 1-10	Is this area important for your Leaders/Teams? Yes/No	BCT Catalogue Pages that are related To this point:
1	Effective communication			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 7, 13, 31
2	Ability to resolve conflict			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 7, 11, 17
3	Leaders with their leadership ability / strengths			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 7, 10, 17, 32
4	Motivation toward goals / business outcomes			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 16, 25
5	Strength to managing / navigate change			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 21
6	Strength with empathy and vulnerability			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 7, 17, 22
7	Ability to work together cohesively			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 7, 9, 17
8	Skills with goal setting and actions			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 16, 25
9	Relational and interacting skills			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 7, 13, 22, 23
10	Coaching skills			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 15
11	Dealing with confrontation and conflict			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 7, 9, 11, 19
12	High-level principles, integrity, and character			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 7, 10, 19, 33
13	Effectiveness / productivity			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 14, 19, 25, 33
14	Understanding the communication styles of each other			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 7, 31
15	Transforming character, communication, and culture			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 7, 19, 31, 33
16	Wellness, fitness, physical health, mental health			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 20
17	Being on time and punctual			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 7, 9, 10
18	Trusting leaders and each other			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 9, 10, 13
19	Speaking skills, speeches, emceeing			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 12, 18
20	Running effective meetings			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 9, 12
21	Team building, morale, and bonding			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 16, 27, 28, 29
22	Organisational purpose, values, plans, and action steps			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 24, 25, 28
23	Individuals purpose, values, plans, and action steps			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 16, 24, 25, 28
24	Being approachable and open			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 7, 9, 13
25	Having team experiences on-site /off-site			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 27, 28, 29
26	Relationship and rapport with one another			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 7, 10, 13, 17
27	Relationship and rapport with clients / customers			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 7, 10, 13, 17
28	Responding to criticism and correction			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 9, 11
29	Active listening skills			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 13, 15
30	Body language skills			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 13, 15
31	Confidence and assertiveness			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 14, 18
32	Story telling skills			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 12, 18
33	Work-life balance skills			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 20
34	Plan ahead and achieving goals			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 19, 25
35	Ability to lead an organisational change with positivity			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 10, 21, 35
36	Ability to handle difficult and challenging people			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 23
37	Kick-start or cap off an event with information / inspiration			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 5
38	Personal development and growth			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 7, 10, 19, 24, 25
39	Ability to adapt to new leadership styles			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 7, 10, 31, 32
40	Skills for hospitality, sales, and support customers			Yes <input type="checkbox"/> No <input type="checkbox"/>	Pg 7, 13, 22, 23



Breakthrough Corporate Training Offerings

(Please refer to our BCT Catalogue)

Page in
BCT
Catalogue

Keynote Speaking and Emceeing Options

Keynote Talk Option 1:	Keynote Talks and Emceeing Events	Pg 5
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Courses and Workshop Options

Course Option 1:	Life Languages™ Communication Breakthrough Course© - Featured Course	Pg 7
Course Option 2:	Leading Healthy and Cohesive Teams Course©	Pg 9
Course Option 3:	The Breakthrough Influential Leader Course©	Pg 10
Course Option 4:	Transforming Conflict in the Workplace Course©	Pg 11
Course Option 5:	The Proficient Speaker and Emcee Course©	Pg 12
Course Option 6:	Authentically Building Trust and Rapport Course©	Pg 13
Course Option 7:	Breakthrough Assertiveness and Confidence Course©	Pg 14
Course Option 8:	The Keys to Effective Coaching in the Workplace Course©	Pg 15
Course Option 9:	The Ultimate Year Course©	Pg 16
Course Option 10:	The Synergizing Strengths Course©	Pg 17
Course Option 11:	The Art of Storytelling Course©	Pg 18
Course Option 12:	The Character and Principle Driven Team Course©	Pg 19
Course Option 13:	Breakthrough Corporate Wellness Course©	Pg 20
Course Option 14:	Navigating Transitions and Change in the Workplace Course©	Pg 21
Course Option 15:	Developing Empathy as a Strength Course ©	Pg 22
Course Option 16:	Graciously Handling Challenging People Course©	Pg 23
Course Option 17:	The Epic Life Values Course©	Pg 24
Course Option 18:	The Life Plan Intensive Course© or The Business Plan Intensive Course©	Pg 25

Team Building Experience Options

Team Building Option 1:	The Egg Drop Team Building Challenge©	Pg 27
Team Building Option 2:	Custom Team Retreat	Pg 28
Team Building Option 3:	Custom Team Building Experience	Pg 29

12-Month Programme Options

12-Month Option 1:	The 12-Month Communication and Culture Transformation Programme©	Pg 31
12-Month Option 2:	The 12-Month Breakthrough Influential Leader Programme©	Pg 32
12-Month Option 3:	The 12-Month Character and Principle Driven Team Programme©	Pg 33

Breakthrough Corporate Training Agreement for: _____

	Investment
GST Total	
Total After GST	

Terms and Conditions

Breakthrough Corporate Training (BCT) will respect the confidentiality of all information in relation to the client's business activities that are made available during the course of this engagement.

The client will not have the right to bring any action or make any claim against BCT and any of their agents and sub-contractors in relation to any losses, damages, costs or expenses incurred by BCT in relation to its business activities. The client indemnifies BCT and any of their agents and sub-contractors against all loss that they may pay, sustain or incur as a direct or indirect result of: any willful, reckless or negligent act or omission; any breach or non-performance of this Agreement; any performance BCT and any of their agents and sub-contractors which infringes the intellectual property rights of any person; or any damage to property or injury or death of any person caused or contributed. The client agrees to allow BCT and Abundance Coaching Pty Ltd to take footage / photographs of groups and individuals during this workshop for the purposes of marketing and promotion online and offline.

The client acknowledges that BCT and any of their agents and sub-contractors and Life Languages International (where applicable) holds copyright for all materials prepared or used by BCT and any of their agents and sub-contractors in connection with any programs, consultancy or any other services to be performed for the client. The copyrighted material includes computer software, course materials, training manuals, teaching aids, promotional material, questionnaires and analytical materials in printed, audio visual or electronic forms. No reproduction or other use of copyrighted material whether in whole or part may be made by or for the benefit of the client without the prior written consent of BCT.

The client will pay the amount agreed on or before the date on this agreement to the following BSB and Account Number. All payments are non-refundable. The client may reschedule any service if they notify BCT in writing within a minimum of 30 days prior to a scheduled date of delivery and the service must be rescheduled to another agreed date within 6 months. In the event of a rescheduled service BCT requires immediate compensation for any and all costs (such as travel costs) resulting from the rescheduled service. BCT will send the client an official Invoice / Receipt and payments can be made with the below details.

Breakthrough Corporate Training
 A Division of Abundance Coaching Pty Ltd
 Attn: Scott Epp
 63 Mason St
 Maroubra, NSW, AU 2035
 BSB: 032159
 Account: 379485
 ABN & GST: 96 169 025 316
 Office: +61 481 307 778

Proposal and Agreement

Organisation Name: _____

Organisation Address: _____

Training Information: _____

Contact Person: _____

Phone: _____ Email: _____

Title of Course/Talk/Programme/Team Building: _____

Number of Participants: _____

Special Notes: _____

Acceptance

Amount is \$ _____ (Including GST) is to be paid via direct transfer to our Abundance Coaching Pty Ltd. See above proposal for figures.

Notes: _____

Payable to Abundance Coaching Pty Ltd. BSB: 032159 Account: 379485
Breakthrough Corporate Training is a division of Abundance Coaching Pty Ltd.

I agree to the Breakthrough Corporate Training Proposal and the terms and conditions within this proposal.

Client Signature

Client Signature

Print Name

Print Name

Title

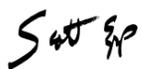
Title

Date

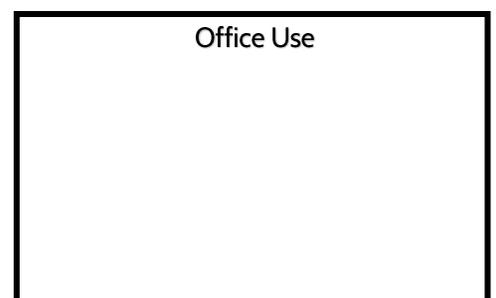
Date

Please print/sign/scan (or take a photo) and email back to scott@breakthroughcorporatetraining.com.au

We look forward to helping you and your team breakthrough!



Scott Epp
Director, Certified Professional Coach and Corporate Trainer / Keynote Speaker
Breakthrough Corporate Training (Abundance Coaching Pty Ltd)
P: +61 481 307 778
W: www.breakthroughcorporatetraining.com.au





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breakthrough and achieve their potential!*

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