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Training and Development

Course Catalog



THINK Acquisition is an independent consulting, training and development firm focused on increasing the individual effectiveness of federal government employees in the areas of acquisition, contracting, leadership and program management. We deliver value through experiential learning and demonstrated expertise.

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**"We Deliver
EXCEPTIONAL TRAINING...
EXPERIENCES."**



Engaging



Relevant



Competent



Energetic





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Transformational Leadership Seminar - Unity of Outcomes

Delivery:



In Person



Virtual

Class Length:



Lunch N' Learn(1 Hr)



Half Day(3- 4Hrs)



Full Day(6-7Hrs)

The ability to lead teams, transform organizations and deliver mission outcomes in an ever-changing environment are some of the key attributes of successful leaders. When one is able to assess the mission and requirements environment, build a team and then develop sound business solutions that meet the need, you are viewed as a strategic business advisor, and leader, who provides value to your agency and the citizens we serve. Developing vision, alignment to outcomes, critical thinking, team building and problem-solving skills and the ability to analyze complex situations, all while mitigating and reducing risk, will be introduced and discussed throughout the series. Participants leave ready to create and lead teams, foster innovation and build real solutions for real problems.

Topics:

Unity of Outcomes - What is your role?

Leadership and Followership

Leading Across & Problem Solving

Effective Communication

Managing Change and Transition

Organizational Culture

Conflict Management

Managing Risk

Emotional Intelligence

And More!!!

Emerging Leader Training

Delivery:



In Person



Virtual

Class Length:



Lunch N' Learn(1 Hr)



Half Day(3- 4Hrs)



Full Day(6-7Hrs)

Leaders exist at all levels of an organization, and face challenges no matter their role. However, with challenges come opportunities. Learn how to identify and seek out those opportunities, and use your strengths to communicate effectively, build relationships, and solve problems. When one is able to create effective teams, comprehend mission requirements and then contribute to the development of sound business solutions that meet mission need, you are viewed as an emerging leader and high valued contributor. Developing vision, critical thinking, team building and problem-solving skills along with the ability to analyze challenging mission situations will be introduced and discussed. Participants will leave class ready to create and lead real solutions to real mission problems.

Topics:

Why Lead?

Leadership v. Management

Self-Awareness and Social Awareness

Problem Solving

Influencing without Authority

From Individual Contributor to Leader

Characteristics of Effective Teams

Conflict Management

Effective Communications

Integrity and Trust

Contracting for Customers – C4C

Delivery:



In Person



Virtual

Class Length:



Lunch N' Learn(1 Hr)



Half Day(3- 4Hrs)



Full Day(6-7Hrs)

New program personnel are faced with the daunting responsibility of understanding the Federal acquisition process and several of the procurement statutes and regulations that govern it. "What does the process require to buy my stuff? What is my role and responsibilities? How do I navigate the various phases?" – are often questions that are asked. The understanding of the Federal Acquisition Regulation (FAR) and the processes necessary to effectively procure goods and services in the federal government are critical to the successful execution of any agency mission. Participants will learn an overarching understanding of the FAR, the guiding principles, gain familiarity with the structure and content, and execution of customer responsibilities within the FAR system. Participants will leave class with acquisition role clarity, an understanding of the overarching process, initial framing of the 'art of the possible' and, mostly importantly, increased knowledge to ask better questions. These culminate in the foundational capability to create clear and responsive program requirements that not only support mission need; but also enable and expedite the agency's contracting process. Note: Course tailoring includes collaboration with agency procurement function to ensure desired information is included.

Topics:

Federal Acquisition Regulations System
Acquisition System Guiding Principles
Program & Contracts Roles and Responsibilities
Procurement Thresholds
Purchase Requests (PR) Process

Market Research
Performance-Based Requirements Definition
Independent Government Cost Estimate (IGCE)
Contract Administration Functions
Ethics, Integrity and Trust and more...

High Performance Teams - HPT

Delivery:



In Person



Virtual

Class Length:



Lunch N' Learn(1 Hr)



Half Day(3- 4Hrs)



Full Day(6-7Hrs)

Diverse and complementary teams can bring multiple benefits to government organizations. For instance, diversity of thought can help companies make better decisions as information is processed in different ways and from different channels, resulting in different analyses and insights than it would happen in homogeneous groups. However, how do we as leaders or even simply a member of the team create, plan, execute, and ensure collaboration at the highest levels? High performance teams have specific characteristics. They walk, talk and perform differently; and most of all they are self-governing and hold each other accountable. Allow us through this seminar to take you on the journey of examination, examples, and ultimately creation of high performance teams.

Business Writing Workshop (GOVCON)

Delivery:

In Person



Virtual

Class Length:

Lunch N' Learn(1 Hr)



Half Day(3- 4Hrs)



Full Day(6-7Hrs)

Writing well is an important aspect of any professional's success. To demonstrate professionalism and even influence, you must write clearly, effectively, and with your intended audience in mind. You will learn to craft various types of business correspondence, to use prewriting and editing techniques to improve your communications, and to convey messages with accuracy, correctness, and impact. Through the use of real-life scenarios, examples, and exercises that relate directly to the knowledge needed back on the job, Business Writing provides the tools and skills necessary to refine and hone business writing skills.

Business Writing Workshop for Government

Delivery:

In Person



Virtual

Class Length:

Lunch N' Learn(1 Hr)



Half Day(3- 4Hrs)



Full Day(6-7Hrs)

Leaders need more than a solid understanding of grammar and mechanics to communicate, as they are tasked with informing and persuading audiences on a large scale. Building on the knowledge and skills you need to confidently and effectively communicate in a business environment is the key to your success as a leader. Through interactive activities, discussion, and an in-depth case study, learn how to apply strategic pre-writing techniques that will give your writing the clarity and conciseness it needs to meet the demands of any audience.

Micro-Consulting Acquisition Support Services

Delivery:

Virtual

Government acquisition teams expect convenience, agility, and customization in all things. In their private lives they are accustomed to curbside grocery pick-ups, ride-sharing services, delivery of fresh meal kits, and Netflix movie viewings on demand. It speaks to the trend of platforms of choice replacing pipelines of options. Acquisition and contracting organizations are no different. To keep pace with emergent demand signals and the need to quick, iterative solution government organization also require highly targeted, customized deliverables with significantly faster lead times. This trend of "micro-consulting" is reshaping and adding agility to the landscape of management consulting. Instead of large firms engaging in long pre-planning processes of several months before actual contracts are signed with multi-billion-dollar businesses. Then large teams are flown out to the client site, in which they scope the problem in greater depth and provide a multi-tiered strategic solution, which then takes another several months to execute by the actual client team. This pace of work, while helpful at times, tends to lag behind a dynamic changing landscape when acquisition function seeks to target challenging problems with just-in-time subject matter expertise. Micro-Consulting is the agile, customized version of a traditional management consulting model. This type of consulting engagements reflects the changing times and desire for results.

Targeted Contracting & COR Support Workshops

Delivery:



In Person



Virtual

Class Length:



Lunch N' Learn(1 Hr)



Half Day(3- 4Hrs)



Full Day(6-7Hrs)

Former Senior Procurement Executive (SPE) William Randolph shares strategies, tactics, and techniques from the trenches for effective contract management and procurement execution. These topics include operational contracting skills and experiences that will help contracting professional enhance their ability to execute line of business mission in an ever-changing, fast paced environment.

Individual Workshops:

Requirements Development Mastery
Agile Acquisition
Contract Types, Vehicles and Incentives
Customer Engagement & Experience (CE/CX)
Performance-Based Work Statements (2 day)
Advanced Negotiation Strategies

Advanced Sources Selection Strategies
Independent Government Cost Estimates
Market Research & Market Intelligence
Fair and Reasonable Pricing
Acquisition Strategy & Protest Resiliency
Technical Evaluations



Targeted Leadership and Workforce Development/ Soft skill Workshops

Delivery:



In Person



Virtual

Class Length:



Lunch N' Learn(1 Hr)



Half Day(3- 4Hrs)



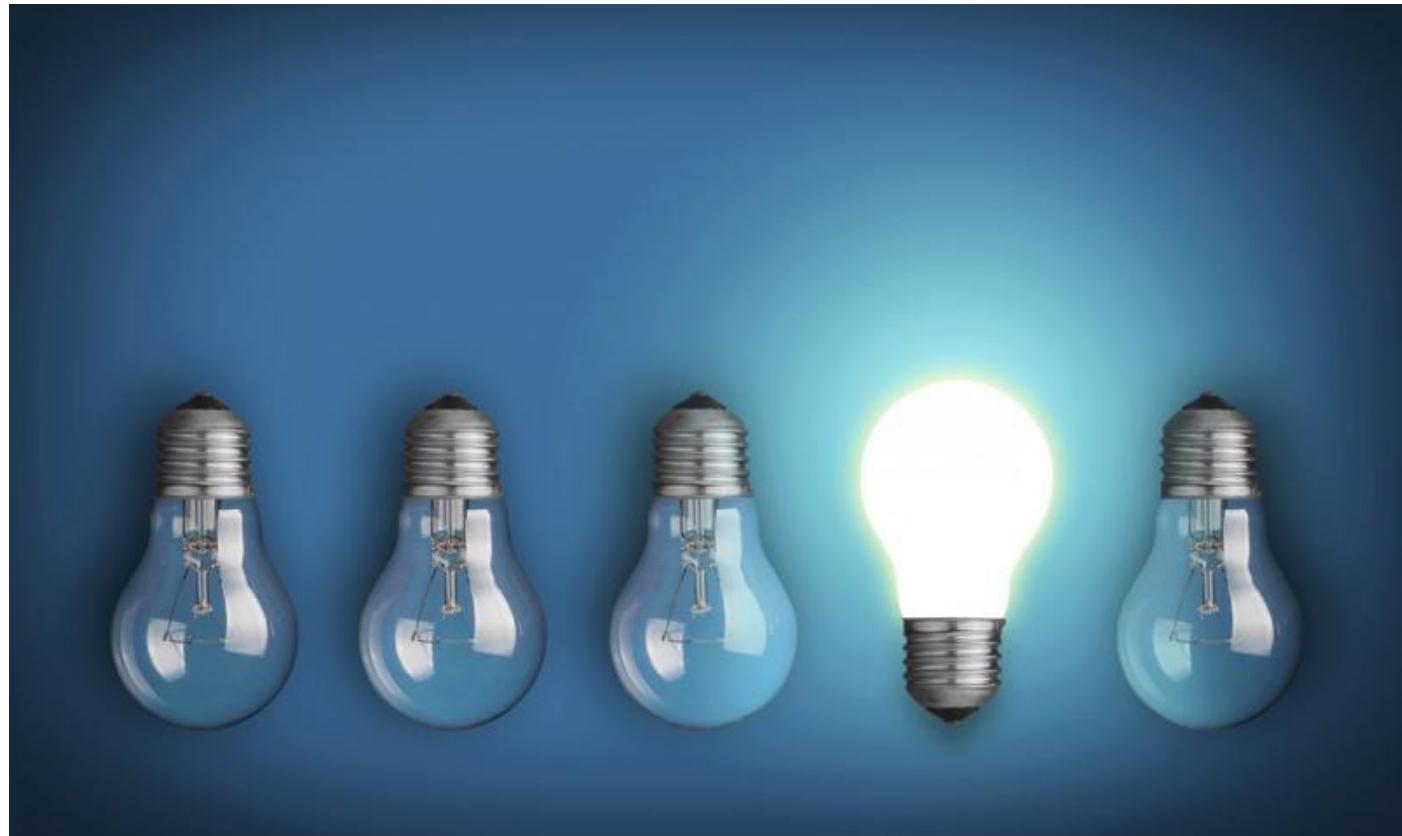
Full Day(6-7Hrs)

Join former, federal Senior Executive Service (SES) member William Randolph as he shares strategies, tactics, and techniques workforce development and effective leadership in an acquisition environment. These topics include team building, coaching and mentoring techniques, leadership strategies and real-life experiences that will help team and/or organizational leaders enhance their ability to lead and deliver on mission in an ever-changing, fast paced environment.

Individual Workshops:

Advanced Team Dynamics
Effectively Managing a Remote Workforce
Designing an Acquisition Career

Leading through Change
Leading a Multi-generational Workforce
Problem Solving and Critical Thinking



One-on-One Leadership Coaching

Delivery:

Virtual

'LEADERSHIP EXCELLENCE' Leadership Coaching is a facilitated, one-on-one or small group, professional coaching and mentoring relationship with a key contributor(s) who has a significant role/position in their organization. The coach is there for the benefit of the employee who likely is accountable for important and highly complex management activities and decisions with significant impact. The coaching is focused on increased organizational performance and development; but can target inter-personal skills coaching as well. When positional leaders are also able to effectively and efficiently critically think, assemble teams, problem solve and execute with high levels of emotional intelligence, they are viewed as strategic leaders. They not only provide value to their agencies, but also to their subordinates. 'LEADERSHIP EXCELLENCE' is a two (2) month (9-hour) individualized leadership coaching investment plan. By mutually developing a vision of the leader's most effective self and leading them through a guided discovery, we guide them to increased leadership capability. Participants will leave the coaching engagement ready to leverage their strengths, dive into their opportunities for growth and deliver more effective leadership contributions to their agency.

DISC Workplace Behavioral Assessments and Coaching

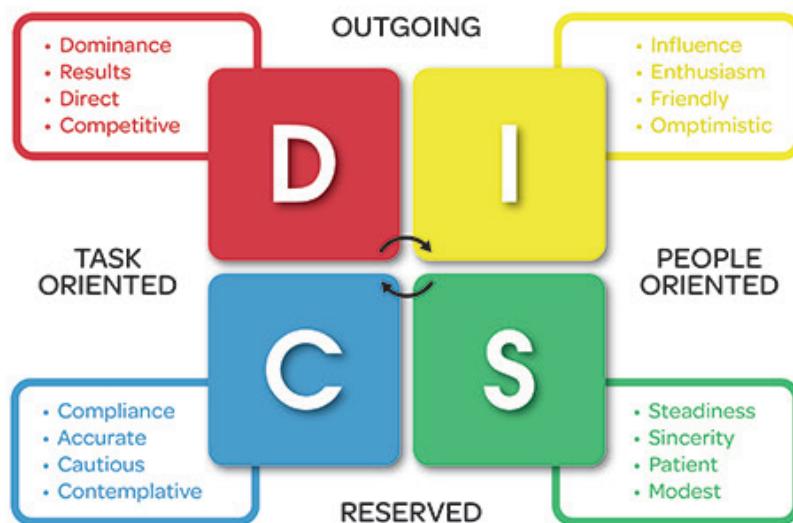
Delivery:

Virtual

Class Length:

Half Day(3- 4Hrs)

The DiSC assessment is a non-judgmental behavioral tool used for the assessment of people's behavioral differences, preferences and how they interact with their environment. The DiSC Model of Behavior was first proposed by William Moulton Marston, a physiological psychologist with a Ph.D. from Harvard. His 1928 book, Emotions of Normal People, explains his theory on how normal human emotions lead to behavioral differences among groups of people, and how a person's behavior might change over time. When one participates in a DiSC assessment, the goal is to "increase the learning curve" of understanding how the individual perceives and personally interacts with people and tasks. Participants will be asked to complete a series of word-based, prioritization questions that produce a detailed report about their personality and behaviors. The benefit of this tool is that the assessment is not static – you are not one thing and that is it – the end. Because we live on a planet full of humans, this assessment tools allow you to understand what your natural superpowers are and how your behaviors adapt when "on stage" or stressed. Moreover, in the coaching, a host strategies, tactics and tools are provided to ensure individuals leave with heightened self -awareness as well as the ability to interact, work and team effectively with people of other styles. The follow-on DiSC coaching is a facilitated, one-on-one or small group, coaching to benefit the employee or team in being a more effective leader or teammate. Participants will leave the assessment and coaching engagement ready to leverage their strengths, dive into their opportunities for growth and deliver more value to their organizations.



Finding the coursework you need,
is as easy as...

Throwing a dart at the wall!!!



Select from these additional GOVCON/INDUSTRY areas:

FAR Guiding Principles

Budgets, CR's &
Appropriations... oh my!

Fair & Reasonable Pricing

How to Become Top of Mind in
Government Buyers & Users

Advanced Requirements
Documentation

GOV CON Insights

Hunt, Fish & Farm Your Way to
GOVCON Success

Market Research Strategies

The 10 Things I Wish I Knew
About GOVCON Before I Left
Government

SSNs & RFIs

Best Value Source Selections

Ask the 'Former' Contracting
Officer

William Randolph

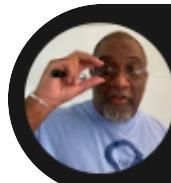
William joined Naval Sea Systems Command (NAVSEA) in 1995 as a Navy Contracting Intern under the Outstanding Scholar Program after graduating from Shepherd University, Shepherdstown, WV. During his almost 10-year tenure at NAVSEA, he worked in multiple purchasing divisions and on numerous weapon systems and acquisition programs. In 2004, William was selected to be the Assistant Commander for Contracts/Head of Contracting Activity (HCA) at Marine Corps Systems Command (MCSC), Quantico, VA. There he led a staff of over 145 acquisition professionals and managed the procurement function for multiple Marine Corps, Navy and Department of Defense customers. In 2009, at age 39, William was selected into the Senior Executive Service (SES) as the Director of the Procurement Oversight and Support within the Office of the Chief Procurement Officer, Department of Homeland Security, Headquarters. In July 2010, William was selected to be the Director, Office of Acquisition Management/Head of Contracting Activity (HCA) for U.S. Immigration and Customs Enforcement. There he led a staff of over 200 acquisition and support professionals and managed the overarching procurement activities valued at over \$2.6 billion annually. In 2013, William accepted an assignment in Enforcement Removal Operations (ERO), the largest ICE operational program, as the Assistant Director for Operations Support. There he led a team of approximately 75 professionals that provided support for more than 7,900 ERO law enforcement officers and staff employees in the areas of Human Resources, Budget, IT & Mobile infrastructure, Facilities and Fleet Management and managed program budgets in excess of \$3.1 billion annually. William is a decorated United States Navy veteran (1988-1993), a David Packard Excellence in Acquisition Award winner (2008) and the recipient of the Navy/Marine Corps Meritorious Civil Service medal (2009). In August 2016, William retired from the federal government with over 26 years of public service. After retirement he joined the acquisition consulting firm ASI Government as an Acquisition Fellow, Senior Consultant and Facilitator/Instructor. There he supported a host of government agencies and organizations. In 2019, William founded THINK Acquisition to focus on increasing the individual and team effectiveness of federal government employees in the areas of acquisition, contracting, program management and leadership.



THINK
ACQUISITION

THINK ACQUISITION, LLC

An independent consulting, training and development firm focused on increasing the individual effectiveness of all participants in the acquisition, contracting, leadership and program management areas.



William's Whiteboard

345 subscribers

TRAINING & DEVELOPMENT SEMINARS

Pg. 4

• Transformational Leadership Seminar – ‘Unity of Outcomes’

- o In Person
 - Full Day \$925/pp*
- o Virtual
 - Lunch N' Learn (Group Pricing/ Unlimited Invite) \$995/hour
 - Half Day \$499/pp
 - Full Day \$925/pp

• Emerging Leader Training

- o In Person
 - Full Day \$925/pp*
- o Virtual
 - Lunch N' Learn (Group Pricing/ Unlimited Invite) \$995/hour
 - Half Day \$499/pp
 - Full Day \$925/pp

• Contracting for Customers (C4C)

- o In Person
 - Full Day \$875/pp*
- o Virtual
 - Lunch N' Learn (Group Pricing/ Unlimited Invite) \$995/hour
 - Half Day \$499/pp
 - Full Day \$875/pp

• High Performance Teams

- o Virtual
 - Lunch N' Learn (Group Pricing/ Unlimited Invite) \$995/hour
 - Half Day \$499/pp
 - Full Day \$925/pp

• Business Writing

- o Virtual
 - Half Day \$499/pp
 - Full Day \$925/pp

• Business Writing for Government

- o Virtual
 - Half Day \$499/pp
 - Full Day \$925/pp

TARGETED COR & ACQUISITION TRAINING WORKSHOPS

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• Contracts Management and Procurement Execution

- o In Person
 - Full Day \$925/pp*
- o Virtual
 - Lunch N' Learn (Group Pricing/ Unlimited Invite) \$995/hour
 - Half Day \$499/pp
 - Full Day \$925/pp
 - 2 Days \$1,499/pp

TARGETED LEADERSHIP AND WORKFORCE DEVELOPMENT WORKSHOPS

Pg. 8

• Leadership and Workforce Development

- o In Person
 - Full Day \$875/pp*
- o Virtual
 - Lunch N' Learn (Group Pricing/ Unlimited Invite) \$995/hour
 - Half Day \$499/pp
 - Full Day \$875/pp

OTHER KEY OFFERINGS

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• Micro-Consulting Acquisition Support Services

- o Hourly Rate \$199/hour

• One-on-One Leadership Coaching

- o Per Participant \$4,995/pp

• Individual DISC Workplace Behavioral Assessments and Coaching (Group Discounts Available)

- o Virtual
 - Half Day \$595/pp
 - Half Day (Groups of 5-10) \$495/pp

TARGETED COR & ACQUISITION TRAINING WORKSHOPS

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• Contracts Management and Procurement Execution

- o Virtual
 - Lunch N' Learn \$995/hour
 - Half Day \$499/pp
 - Full Day \$925/pp

*All In Person Class Selection will accrue an additional \$500 for travel as well as, an additional \$100 for materials per class session.



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