



Capability Statement

Overview

Since 2005, *Colin K. Dunn and Associates* has helped leaders build winning teams.

We do that through training workshops in leadership, communications, and planning for the public, private, and non-profit sectors. Our goal: to help improve organizational performance by developing people. Our vision is to help every workshop participant reach their highest potential.

Competitive Advantage

As a Service-Disabled Veteran-Owned Small Business, we tailor our training and coaching programs to your needs. What sets us apart from our competition?

- *Our experience.* We demonstrate principles of leadership, communication, and planning that we have lived personally—at executive levels. For example, how many facilitators can say that they have:
 - Served as CEO of a multi-national organization AND
 - Taught strategic leadership to post-graduates in a masters-degree producing program, AND
 - Facilitated leadership, communications, and planning workshops for over 00 organizations in the public, private, and non-profit sectors?
- *Our product delivery.* Our goal for every client is to exceed expectations, delivering more than was expected for a fair price. Always. For example, we offer executive roll-ups of evaluations, follow-on reinforcement training, and “coaching-for-life” for all workshop attendees. And we don’t nickel and dime clients for a few extra people in the workshop, or for last-minute changes to programs to tailor them better for client needs.
- *Our passion for people.* People are the fuel of success. To motivate people to change, you have to genuinely care about them. It’s that simple, and we do it.

We have delivered over 200 programs virtually, using Microsoft Teams

Core Capabilities

We train leaders to build winning teams, guided by eight quality training standards:

1. Training **needs assessment** informs training development
2. Training includes **learning objectives**
3. Training content is **accurate and relevant**
4. Training includes opportunities for **learner engagement**
5. Training is designed for **usability and accessibility**
6. Training **evaluation** informs improvement
7. Training includes opportunity for **learner assessment**
8. Training includes **follow-up support** for the learner Live e-learning classes

Additionally, we have extensive experience and success in distance learning. We have developed learning competencies using the following venues:

E-mentoring	Discussion Boards
Live webinars	Web learning modules and microlearning
Web conferencing	Prerecorded videos online
Chat rooms	Workbooks/documentation
Online communities	Print and online job aids

A unique capability: we offer unlimited access to on-demand, short videos, produced by the instructor, as reinforcement for most programs.

Sample Training Programs

Leading

Emotional Intelligence 2.0: Leading from the Heart
Coaching: A Leadership Tool for Everyone
The Voice of Leadership
Leadership Fundamentals
Critical Thinking and Problem Solving
Leading Change
Building Individual and Team Resilience

Planning

Moving from Operational Manager to Strategic Thinker
Strategic Execution Enablers
Build Your Strategic Plan—Today!

Communicating

Winning Presentation Skills

Advanced Business Writing
Building and Maintaining Positive Work Relationships
The Art of Successful Customer Service
Communicating with Tact, Diplomacy and Professionalism

Federal Certification

- SBA—Service-Disabled Veteran-Owned Small Business

Contract Vehicle

- GSA MAS Contract: 47QREA22D001J
- GSA Schedule for SINs: 611430 and 611430TD

Sample Clients

<i>Public Sector</i>	<i>Private Sector</i>	<i>Non-Profit Sector</i>
Social Security Administration	The GEO Group	American Association for the Advancement of Science (AAAS)
Office of the Mayor, New York City	Correct Care Solutions	Federal Foresight Community of Interest
National Guard	Nationwide Insurance	Go For Broke National Education Center
Secretary of Defense	Billy Casper Golf	US-Japan Council

North American Industry Classification System (NAICS)

541611—Administrative Management and General Management Consulting Services
 541612—Human Resources Consulting Services
 541618—Other Management Consulting Services
 611430—Professional and Management Development Training
 611699—All Other Miscellaneous Schools and Instruction

General Information

- Registered Company Name: Colin K. Dunn and Associates
- DBA: Colin K. Dunn and Associates
- Year Established: 2005
- State of Incorporation: Virginia (move to Florida 2021)
- Corporation Type: LLC Single Person S-Corporation
- UEI Number: GGP5ME6AWL73
- CAGE Code: 375K5

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