

Virtual Action Learning Training and Facilitation Program

Commercial Off-the-Shelf Offering

Appleby & Associates, LLC

Vienna, Virginia

This commercial off-the-shelf (COTS) training program was designed by Dr. Charles Appleby, co-founder of the **World Institute for Action Learning**, the world's only action learning coaching certification program. Dr. Appleby has facilitated hundreds of action learning programs around the world including the United States, Dubai, Kenya, Singapore, Beijing, and Shanghai.

The Action Learning program is designed to be an integral part of an advanced leadership development program for leaders. The helps prepare leaders to be agile and adaptable in the face of an increasingly volatile, uncertain, complex, and ambiguous global environment.

OFFERING: Adaptive Leadership Development Program: Action Learning Project Training, Facilitation, and Coaching

Overview

- **Title:** *Adaptive Leadership Development Program: Action Learning Project Coaching and Support*
- **Description:** The program is designed to help teams of adult learners who are in a leadership development program lay the foundation for a multi-month action learning-based project. The projects included in the program will be important and relatively urgent challenges identified by the challenge sponsor.
- **Outcomes:**
 - Ability to use powerful questions, listening, and reflection in problem solving.
 - Ability to use action learning tools and mindsets to solve difficult challenges.
 - Ability to manage action learning problem solving projects.
 - Ability to deliver persuasive presentations.
 - Ability to assess required change management interventions.
 - Ability to establish a high-performing action learning team.
 - At the end of the program, each action learning team will have accomplished the following with respect to their project:
 - Development of a safe environment for learning and collaboration including giving high-impact feedback.
 - An exploration of the context surrounding the challenge provided by the sponsor.
 - A framing of the challenge, the overarching goal, and the project outcomes
 - Development of a project plan for the Research, Design, and Reporting phases of the project

- Development of a solution strategy report
- Development of a persuasive presentation for senior leaders

- **Course Pre-requisites:** None
- **Participants:** Members of a multi-month advanced leadership development program cohort
- **Location:** Virtual (except the possibility of a face-to-face final presentation)
- **Instructor(s):** Chuck Appleby, Ph.D.
- **Collaboration Technology Producer and Facilitator:** Anita Budhraj
- **Program Manager and Facilitator:** Chuck Appleby, Ph.D.
- **Business Operations Manager:** Sheri Appleby, MA

Schedule and Deliverables:

Number	Phase	Notional Duration	Deliverables
One	Orientation and Scheduling	4 weeks	-Team Orientation Session: Facilitation and Handouts -Coach/Sponsor Orientation Session Facilitation and Handouts -Team Formation Meeting: Facilitation and Handouts
Two	Challenge Framing and Solution Development	8 weeks	-Weekly Plenary Sessions: Facilitation and Handouts -Weekly Team Sessions: Facilitations and Handouts -Training and Practice using MURAL remote visualization tool.
Three	Solution Buy-in and Refinement	10 weeks	Solution Buy-in and Refinement Coaching (2 Sessions per Team: Check-in
Four	Final Report Writing, Review and Refinement	14 weeks	Final Report Writing Training, Coaching and Feedback (2 Sessions Per Team:
Five	Final Presentation Development and Feedback	1 week	Final Presentation: Coaching, and Feedback (One Plenary Sessions and Team Training and Coaching Sessions)

Price (Virtual Course):

Number of Teams (Note 1)	Action Learning Team Training, Facilitation and Coaching (\$) (Note 2)	Number of Facilitators
One Team	31,500	2
Two Teams	40,320	2
Three Teams	49,140	2

Note 1: Team size must be between 6 and 8 people.

Note 2: There are no travel charges associated with this contract.

CLIENT REQUIREMENTS: The client is expected to provide the following:

- Action Learning Project Sponsors and Coaches (the latter can be the same as the challenge sponsor (i.e., the person who owns the challenge given to the teams to solve)
- An organizational challenge provided by 3 Sponsors (one per team)
- Access to collaboration platform for virtual sessions (i.e., Zoom, Teams, Adobe Connect, WebEx) (Note: Collaboration platforms must have the ability to support no less than 10 breakout sessions)
- Scheduling of all sessions with participants, coaches, and instructors.
- Facility for final presentation (if in person)
- Facilitator Lodging and meals for final presentation (if applicable)

CONTRACTOR DATA

Company Name	Appleby & Associates, LLC
Company Owner	Charles A. Appleby, Ph.D.
Type of Business	Limited Liability Corporation, State of Virginia (LLC ID S109207-3)
Date of Incorporation	21 November 2003
Company Headquarters	10201 Old Hunt Rd., Vienna, VA 22181
DUNS Number	102487175
Cage Code	3VUNO
Business Office Phone	(703) 915-4332
Business Website	<i>http://www.applebyandassociates.com</i>
Business Operations Manager	Sheri Appleby

BIOS



Chuck Appleby, Ph.D.

Dr. Appleby is the owner of **Appleby & Associates**, an organization development consulting firm. He specializes in leadership coaching and the development of innovative, high-performing organizations. He has had over 200 clients in industry, non-profits, non-governmental organizations, as well as federal and county government agencies. His clients include Microsoft, Intel, Goodwill Industries International, the US. Fish and Wildlife Service, the U.S. Department of Energy, Arlington County, and the World Bank Group.

As an officer in the United States Navy, he served on two nuclear submarines. He has also been a company officer at **Pacific Sierra Research Corporation** and **Scitor Corporation**.

Dr. Appleby served as an Adjunct Faculty member in the Human and Organization Learning Program at The **George Washington University** and in the Organizational Development Certificate Program at **Georgetown University**.

He has served on three non-profit Board of Directors including: (a) Co-Founder and Board Secretary, **Children of Imprisoned Parents International**; (b) Board Chair, **Washington DC Public Charter Schools, Student Support Center**; and (c) Co-Founder and Board Secretary, **World Institute of Action Learning**.

Dr. Appleby has a Ph.D. (with Distinction) in International Relations from the **Johns Hopkins University School of Advanced International Studies**. He has a BA (Magna cum Laude) in Economics and History from **Dartmouth College**.



Anita Budhraj

Ms. Budhraj is an organizational development consultant with 15+ years of leadership experience in nonprofit and private sector organizations and 8 years living and breathing cooperation in residential intentional communities.

She supports social change organizations by building strong remote teams, running rapid strategic planning, and leading strengths-based organizational development initiatives that result in improved performance and revenue in a fast-changing world. She has built the capacity of 800 people across several organizations, taught 27 leaders effective online facilitation, and transformed deep-seated conflict to resilience at least five times.

Anita believes that for survival and success in today's world, we need to let go of the attitude of competition and embrace cooperation. Groups achieve true productivity when each person is seen with empathy, valued for their contributions, and able to unleash their wisdom in service of a collective purpose. She brings a diversity, equity, and inclusion lens to every strategic plan, team meeting, and conversation.

She is trained in Organizational Development, Facilitation, Racial Equity, Rethinking Anti-Racism, Nonviolent Communication, Conflict Resolution, and Transformative Mediation, and holds dual degrees in engineering from Northwestern University.

Skills and Talents:

- Building trust, making decisions, and getting things done online
- Diagnosing and solving wicked problems
- Clarifying organizational vision and goals
- Working with racially diverse groups
- Gaining buy-in and engagement
- Resolving interpersonal conflict
- Fostering both organizational success and individual fulfillment

Offerings:

- Organizational Development
- Online Meeting Facilitation

- Virtual Collaboration (Zoom, Mural, etc.)
- Strategic Planning
- Team Building
- Nonviolent Communication (NVC)
- Group Decision-Making
- Conflict Resolution

CONTACT US

If you are interested in ***Action Learning Training and Facilitation Programs***, please e-mail **Sheri Appleby**, Business Operations Manager, at sheri@applebyandassociates.com.