

Workforce, Leadership & Executive Development

Course Catalog

Available through Colorado's Training, Assessment,
and Development Program Contract

LEVEL 1

**Workforce
Development**

LEVEL 2

**Leadership
Development**

LEVEL 3

**Senior Leadership
Development**

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About Turnkey Solutions, LLC

Turnkey Solutions has been helping government organizations deliver excellence for 24+ years. We serve state agencies, municipalities, counties, higher education, K-12, and federal agencies. Our AAPII™ methodology — Assess, Analyze, Prioritize, Implement, Improve — ensures every engagement is grounded in real challenges and followed through to measurable improvement.

Contact

678.889.8500
projects@turnkeysolution.biz
turnkeysolution.biz/colorado

One Atlantic Center
1201 West Peachtree Street
Suite 2300 | Atlanta, GA 30309

Note: Travel expenses are not included in the pricing in this catalog and will be billed separately in accordance with current GSA per diem rates.

How to Use This Catalog

- Courses are organized by development level and Colorado competency area.
- All courses are available in-person or virtually unless otherwise noted.
- Courses can be delivered as standalone sessions, cohort series, or structured pathways.
- Contact us for group pricing, scheduling, and custom program design.
- All services available through the statewide contract — no separate RFP required.

Contract Information

Contract Number	RFP-SPCO-MZ-26-002	Cooperative Purchasing	No separate RFP required
Program	Colorado's Training, Assessment, and Development Program	Eligible Organizations	State Agencies, Cities, Counties, Municipalities, Higher Education, K-12, Special Districts, Eligible Nonprofits

Workforce Development

LEVEL 1

WORKFORCE

Individual Contributors | Competencies: Accountability, Communication, Customer Service, Interpersonal Skills

Workforce Development courses are built for employees without formal supervisory responsibility who play a critical role in daily service delivery, coordination, customer interaction, and operational execution. Courses align to Colorado's Level 1 competencies.

Competencies: Accountability · Communication · Customer Service · Interpersonal Skills

2-Hour Courses — \$125 per participant

Accountability and Delivering on Expectations	2 Hours	\$125	In Person / Virtual
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This session focuses on accountability and delivering on expectations. Leaders learn a clear framework to take ownership, respond effectively to feedback, and set measurable expectations that drive results.

Competencies: Accountability

Giving and Receiving Feedback	2 Hours	\$125	In Person / Virtual
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This session teaches leaders how to give and receive critical feedback clearly, constructively, and consistently. Participants learn a practical feedback framework to prepare conversations, manage emotions, activate dialogue, and follow up to drive improvement.

Competencies: Communication

Conflict Styles and Solutions	2 Hours	\$125	In Person / Virtual
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This session helps leaders understand their personal conflict style and learn practical techniques for addressing and resolving workplace conflict. Participants gain tools to navigate difficult conversations, manage emotions, and turn disagreements into productive outcomes.

Competencies: Communication · Interpersonal Skills

Emotional Intelligence for the Individual	2 Hours	\$125	In Person / Virtual
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This session explores emotional intelligence and how individual strengths impact self-awareness, stress management, and relationships. Participants complete an assessment to identify their current level of emotional intelligence in all 12 areas and learn practical strategies to strengthen emotional regulation and interpersonal effectiveness.

Competencies: Interpersonal Skills

Managing Up	2 Hours	\$125	In Person / Virtual
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This session helps participants understand different leadership communication styles using the Communication Compass framework. Individuals learn how to adapt their message, bridge style differences, and communicate more effectively to drive alignment and results.

Competencies: Communication

Build Leadership Brand Without the Title	2 Hours	\$125	In Person / Virtual
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This session helps emerging leaders build a strong leadership brand before holding a formal title. Participants learn how everyday behaviors — respect, trust, listening, partnership, and support — shape influence, credibility, and impact.

Competencies: Communication · Interpersonal Skills

Speaking Up for Impact	2 Hours	\$125	In Person / Virtual
This session helps individuals build the confidence and skills to speak up with clarity and influence in meetings and key conversations. Participants learn practical techniques to organize their ideas, communicate with purpose, and ensure their voice is heard and respected.			
<i>Competencies: Communication · Interpersonal Skills</i>			
Mastering the Moment	2 Hours	\$125	In Person / Virtual
Learn how to recognize triggers, manage emotional reactions, and respond with clarity instead of impulse. This session equips participants with strategies to remain composed and in control — no matter the pressure.			
<i>Competencies: Accountability · Interpersonal Skills</i>			
Staying Cool Under Pressure	2 Hours	\$125	In Person / Virtual
Explore the science behind stress and build a personal toolkit for staying calm, focused, and resilient — especially when things get hectic.			
<i>Competencies: Accountability · Interpersonal Skills</i>			
Own Your Day	2 Hours	\$125	In Person / Virtual
Discover practical techniques for managing time, setting priorities, and minimizing distractions. This course helps professionals take control of their schedule and energy.			
<i>Competencies: Accountability</i>			
Better Together	2 Hours	\$125	In Person / Virtual
Effective collaboration is more than just teamwork — it's about shared ownership and trust. Learn tools and mindsets that lead to better results through collective effort.			
<i>Competencies: Communication · Interpersonal Skills · Customer Service</i>			
Workplace Respect: The Culture Multiplier	2 Hours	\$125	In Person / Virtual
Respectful workplaces are more engaged, productive, and inclusive. This session explores behaviors, boundaries, and everyday actions that foster mutual respect.			
<i>Competencies: Interpersonal Skills · Communication · Accountability</i>			
Listen Like You Mean It	2 Hours	\$125	In Person / Virtual
Active listening is a superpower. This class teaches techniques to improve attention, reduce misunderstandings, and build stronger professional relationships.			
<i>Competencies: Communication · Interpersonal Skills</i>			
Learn to Learn	2 Hours	\$125	In Person / Virtual
Develop strategies to absorb new information more effectively and adapt in fast-paced environments. Ideal for lifelong learners and those navigating change.			
<i>Competencies: Accountability</i>			
Polish & Professionalism	2 Hours	\$125	In Person / Virtual
Project your best professional self. This session covers workplace etiquette, professional communication, and the everyday behaviors that build credibility and lasting impressions.			
<i>Competencies: Communication · Customer Service</i>			
Meeting Management	2 Hours	\$125	In Person / Virtual
Turn meetings into momentum. Learn how to plan, lead, and follow up on meetings that engage and deliver results.			
<i>Competencies: Communication · Accountability · Organizational Effectiveness</i>			

Combined Half-Day Option — \$240 per participant

Combine Any 2 Courses as 1 Half-Day (Excluding Managing Up)

Half Day

\$240

In Person / Virtual

This half-day experience combines any two Level 1 courses (excluding Managing Up) into a cohesive, high-impact learning session at a discounted rate. Designed for agencies seeking deeper skill integration and stronger practical application within a single, structured learning block.

Competencies: See individual course competencies

Half-Day Courses — \$255 per participant

Turning Conflict into Collaboration

Half Day

\$255

In Person / Virtual

Conflict doesn't have to divide — it can create stronger teams. Learn how to address disagreements respectfully and transform tension into productive dialogue.

Competencies: Communication · Interpersonal Skills · Customer Service

Doing the Right Thing at Work

Half Day

\$255

In Person / Virtual

Understand how ethical behavior builds trust and strengthens workplace culture. Explore common scenarios and frameworks for making the right call — especially when no one's watching.

Competencies: Accountability · Interpersonal Skills

People Skills for Tough Situations

Half Day

\$255

In Person / Virtual

Learn how to stay calm, confident, and constructive when facing challenging personalities. Gain communication tools that reduce tension and increase understanding.

Competencies: Communication · Interpersonal Skills · Customer Service

Leadership Development

LEVEL 2

LEADERSHIP

Supervisors & Managers | Competencies: Team Leadership, Strategic Thinking, Change Management

Leadership Development courses help supervisors and managers develop the competencies required to lead confidently and effectively in complex public sector environments — from coaching employees and managing performance to navigating change and driving strategic outcomes.

Competencies: Team Leadership · Strategic Thinking · Change Management

Leadership Readiness Snapshot — Complimentary Assessment

A competency-based assessment that evaluates leadership strengths and development opportunities. Participants receive actionable insights to guide training investments.

Formats: Self Assessment | 180-Degree |
Optional DiSC Request: 678.889.8500 |
projects@turnkeysolution.biz

2-Hour Leadership Courses — \$155 per participant

Engaging and Retaining Gen Z	2 Hours	\$155	In Person / Virtual
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This session helps leaders understand what motivates Gen Z in the workplace and how to engage, develop, and retain this emerging generation. Participants learn practical strategies for communication, feedback, learning, and career development that align with Gen Z values and expectations.

Competencies: Team Leadership · Change Management

Leading Across Generations	2 Hours	\$155	In Person / Virtual
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This session equips leaders with practical tools to effectively lead teams made up of multiple generations. Participants learn how values, communication styles, and work expectations differ across age groups and how to bridge those differences to strengthen collaboration and performance.

Competencies: Team Leadership · Change Management

Leadership Styles	2 Hours	\$155	In Person / Virtual
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This session helps leaders understand different leadership styles and when to apply them for maximum effectiveness. Participants learn how resonant and dissonant styles impact performance, engagement, and results, and how to adapt their approach to different people and situations.

Competencies: Team Leadership

Adaptive Leadership	2 Hours	\$155	In Person / Virtual
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This session focuses on developing adaptive leadership skills to respond effectively to changing situations, team needs, and business challenges. Participants learn how to adjust their leadership style to drive performance, engagement, and resilience.

Competencies: Team Leadership · Change Management

Emotional Intelligence for the Individual	2 Hours	\$155	In Person / Virtual
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This session explores emotional intelligence and how individual strengths impact self-awareness, stress management, and relationships. Participants complete an assessment to identify their current level of emotional intelligence in all 12 areas and learn practical strategies to strengthen emotional regulation and interpersonal effectiveness.

Competencies: Team Leadership

Managing Up	2 Hours	\$155	In Person / Virtual
This session helps participants understand different leadership communication styles using the Communication Compass framework. Leaders learn how to adapt their message, bridge style differences, and communicate more effectively to drive alignment and results.			
<i>Competencies: Team Leadership · Strategic Thinking</i>			
Speaking Up for Impact	2 Hours	\$155	In Person / Virtual
This session helps leaders build the confidence and skills to speak up with clarity and influence in meetings and key conversations. Participants learn practical techniques to organize their ideas, communicate with purpose, and ensure their voice is heard and respected.			
<i>Competencies: Team Leadership</i>			
Half-Day & Full-Day Leadership Courses — \$315–\$595 per participant			
Ready to Lead	Full Day	\$595	In Person / Virtual
Explore the mindset, behaviors, and skills that prepare individuals for leadership roles. Perfect for aspiring supervisors or emerging leaders ready for the next step.			
<i>Competencies: Team Leadership · Strategic Thinking</i>			
Leading with EQ	Half Day	\$315	In Person / Virtual
Emotional intelligence impacts everything from communication to leadership. This course helps participants understand and manage emotions — both theirs and others' — to build trust and influence.			
<i>Competencies: Strategic Thinking · Change Management</i>			
From Vision to Victory	Half Day	\$315	In Person / Virtual
Turn big-picture visions into concrete, achievable goals. Participants will leave with a structured approach for setting priorities and tracking progress.			
<i>Competencies: Strategic Thinking · Team Leadership</i>			
Think Different. Work Smarter.	Half Day	\$315	In Person / Virtual
Break out of the usual thought patterns and approach problems from new angles. Learn idea-generation techniques that fuel innovation and smarter solutions.			
<i>Competencies: Team Leadership · Change Management</i>			
Conducting Effective Performance Reviews	Half Day	\$315	Virtual
Move beyond checkboxes and awkward conversations. This course shows how to deliver reviews that are meaningful, motivating, and results-driven.			
<i>Competencies: Team Leadership · Strategic Thinking</i>			
Performance Management	Half Day	\$315	Virtual
Master the full performance cycle — from setting expectations to giving feedback and driving continuous improvement.			
<i>Competencies: Team Leadership</i>			
Successfully Managing Change	Half Day	\$315	Virtual
Help your team adapt to change with clarity and confidence. This course explores the emotional and operational side of successful transitions.			
<i>Competencies: Change Management · Strategic Thinking</i>			

Coaching and Mentoring

Half Day

\$315

Virtual

Unlock growth through coaching conversations and mentoring relationships. Learn tools to support others while strengthening your leadership brand.

Competencies: Team Leadership

The Art of Delegating Effectively

Half Day

\$315

Virtual

Delegation isn't dumping — it's development. Learn how to delegate the right tasks to the right people with clarity and trust.

Competencies: Team Leadership · Strategic Thinking · Change Management

**Leadership Skills for Supervisors:
Communicating, Coaching and Conflict**

Half Day

\$315

Virtual

Supervisors wear many hats. This session covers three essential roles — clear communicator, supportive coach, and confident conflict navigator.

Competencies: Team Leadership · Strategic Thinking

ABCs of Supervising Others

Half Day

\$315

Virtual

This foundational session introduces the core responsibilities and mindset shifts needed to lead others with confidence.

Competencies: Team Leadership

From Boss to Leader

Half Day

\$315

Virtual

Transitioning from authority to influence is key. This course supports emerging leaders in developing the mindset and presence of a true leader.

Competencies: Team Leadership · Change Management · Strategic Thinking

Leadership Support Services & Recommended Pathways

Support Services	New Supervisor Pathway	Mid-Level Manager Pathway	Future Leader Pathway
Executive Coaching Group Coaching Mentorship Facilitation Team Building	1. ABCs of Supervising Others 2. The Art of Delegating Effectively 3. Performance Management 4. Coaching & Mentoring	1. Performance Management 2. Successfully Managing Change 3. From Vision to Victory 4. Adaptive Leadership	1. Human Centered Leadership 2. Think Different. Work Smarter. 3. From Vision to Victory 4. Leading with EQ

Senior Leadership Development

LEVEL 3

EXECUTIVE

Executive Directors, Deputy Directors, Division Directors, Commissioners & Cabinet-Level Leaders

Senior leaders must create vision, influence across organizational boundaries, lead transformation, and align people, processes, and resources around strategic objectives. Our Executive Leadership Development programs combine facilitated learning, executive coaching, assessments, strategic planning, and organizational development — designed specifically for public sector executives.

Competencies: *Influence · Vision and Strategy · Organizational Leadership*

Executive Leadership Snapshot

A competency-based assessment aligned to Colorado's executive leadership framework. Leaders receive personalized insights, development recommendations, and guidance for strengthening executive effectiveness. Evaluates: Influence | Organizational Leadership | Strategic Alignment | Change Leadership | Vision Communication | Enterprise Collaboration

Options: Executive Self Assessment | 180-Degree | Executive 360 | CliftonStrengths

Executive Leadership Services

Executive Coaching One-on-one coaching for senior leaders focused on influence, strategic thinking, executive presence, stakeholder management, and organizational impact.	Executive Team Development Facilitated executive team sessions to improve alignment, communication, trust, collaboration, and strategic execution among leadership teams.	Strategic Leadership Retreats Facilitated retreats helping executive teams focus on strategy, vision, priorities, leadership effectiveness, and organizational outcomes.
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Senior Leadership Courses — Half Day | \$495–\$925 per participant

Strategic Planning	Half Day	\$925	In Person
This session guides leaders through a structured strategic planning process to clarify mission, vision, values, priorities, and initiatives. Participants learn how to align long-term direction with near-term execution to drive focus, accountability, and results. Competencies: <i>Vision and Strategy</i>			
Human Centered Leadership	Half Day	\$925	In Person
Lead with empathy, trust, and emotional intelligence. This session explores people-first leadership principles that drive long-term engagement. Competencies: <i>Influence · Vision and Strategy · Organizational Leadership</i>			
Managing Customer Service	Half Day	\$925	In Person
Lead customer-facing teams with empathy, clarity, and consistency. Learn how to create a service culture that exceeds expectations. Competencies: <i>Vision and Strategy · Team Leadership · Customer Focus</i>			

Women Leaders: Owning Your Strengths and Skills

Half Day

\$925

In Person

Explore the challenges and opportunities for women in leadership. Gain tools to lead authentically, assertively, and with confidence.

Competencies: Influence · Strategic Leadership · Executive Presence

Professional Communication in Action (Executive Level)

Half Day

\$495

Virtual

This session strengthens executive-level communication in high-visibility environments. Senior leaders refine message structure, audience calibration, and language precision to ensure clarity and credibility in boardrooms, negotiations, and public settings.

Competencies: Executive Communication · Strategic Messaging · Language Precision · Audience Calibration

Strategic Composure: Power & Positioning Under Pressure

Half Day

\$495

Virtual

Senior leaders are frequently tested in adversarial, public, or politically charged environments. This session develops the ability to maintain composure, manage tension, and control positioning when challenged.

Competencies: Crisis & Pressure Management · Executive Composure · Strategic Question Handling · Narrative Control

Disciplined Authority: The Practice of Executive Steel

Half Day

\$495

Virtual

Authority is sustained through discipline. This session develops executive steel: emotional regulation, sustained concentration, power awareness, and moral courage in decision-making.

Competencies: Emotional Regulation · Ethical Decision-Making · Power Awareness · Leadership Integrity

Executive Coaching & Support | Executive Development Pathways

Support Services	New Executive Effectiveness	Team Transformation	Strategic Leadership
Individual Coaching Cohort Coaching Team Facilitation Strategic Planning Mentorship Design	1. Exec Snapshot 2. Human Centered Leadership 3. Strategic Planning 4. Women Leaders	1. Executive Team Development 2. Leading Across Generations 3. Strategic Composure 4. Strategic Retreat	1. Adaptive Leadership 2. Disciplined Authority 3. Think Different 4. Executive Coaching

Additional Courses — Train-the-Trainer

Prepare your internal facilitators to deliver Turnkey's proven curriculum using our structured Train-the-Trainer packages. Each program includes facilitation guidance, adult learning techniques, rehearsal support, and implementation strategy.

Train-the-Trainer – Performance Management Toolkit	Half Day	\$275/hr Virtual \$315/hr In Person	Onsite / In Person
Prepares internal facilitators to deliver structured performance management training using Turnkey's toolkit. Includes facilitation guidance, adult learning techniques, rehearsal, and implementation strategy. <i>Competencies: Team Leadership · Accountability · Performance Management · Coaching · Change Management</i>			
Train-the-Trainer – Leadership Communication Toolkit	Half Day	\$275/hr Virtual \$315/hr In Person	Onsite / In Person
Equips internal trainers to facilitate communication-focused leadership sessions including feedback models, conflict navigation, and leadership messaging tools with delivery coaching. <i>Competencies: Communication · Interpersonal Skills · Team Leadership · Emotional Intelligence · Influence</i>			
Train-the-Trainer – Change & Engagement Toolkit	Half Day	\$285/hr Virtual \$325/hr In Person	Onsite / In Person
Prepares facilitators to lead change management and engagement training including resilience planning, adaptive leadership discussions, and implementation alignment. <i>Competencies: Change Management · Strategic Thinking · Adaptive Leadership · Employee Engagement · Vision & Alignment</i>			

Consulting Services

Executive Coaching – Single Session (Individual)

\$325/hour · Virtual

A focused, high-impact one-on-one coaching session designed to address immediate leadership challenges, critical decisions, or performance priorities. Provides senior leaders with confidential space to clarify thinking, strengthen executive presence, and develop actionable strategies aligned to organizational goals.

Executive Coaching – 10-Session Package (~15 hours) Includes intake + development plan + summary report

\$325/hour · Virtual

A structured executive coaching engagement designed to drive measurable leadership growth over time. Begins with a formal intake and development planning process. Concludes with a summary report outlining development progress, leadership insights, and recommended next steps.

Executive Coaching – Group (Up to 8 Participants)

\$400/hour · In Person

A facilitated group coaching experience designed for executive teams or peer leadership cohorts. Combines individual reflection with collective learning to strengthen alignment, shared accountability, and strategic collaboration.

Mentorship Program – Customized Design and Facilitation

\$225/hour · In Person

A structured mentorship framework designed to strengthen leadership pipelines and workforce development across agencies. Services may include program design, mentor and mentee orientation, matching guidance, facilitation of cohort sessions, and structured reflection checkpoints.

Team Building

\$250/hour · In Person

Structured team building experiences designed to strengthen collaboration, trust, communication, and shared purpose across work groups. Sessions are customized to agency goals and team dynamics to support sustained performance and engagement.

Surveys & Assessments

Colorado Core Competency Self-Assessment – Individual Contributor (Level 1)

\$95/participant · Online

This competency-based self-assessment is aligned directly to the Colorado Required Core Competencies for Level 1: Accountability, Communication, Customer Service, and Interpersonal Skills. The instrument uses behavior-based Likert-scale statements tied to observable workplace behaviors within public sector environments. Participants receive an individualized score profile highlighting strengths and development areas across each competency. A facilitated group debrief session reinforces understanding of the competencies and supports practical application in day-to-day work.

Leadership Competency 180 Assessment – Supervisor and Manager (Level 2)

\$295/participant · Online with facilitated debrief

This structured 180-degree leadership assessment is aligned to Level 2 competencies: Team Leadership, Strategic Thinking, and Change Management. The instrument combines self-assessment with selected peer or direct-report input using behaviorally anchored Likert-scale items mapped directly to the State's competency definitions. Participants receive a comprehensive report summarizing competency scores, perceptual gaps, and leadership strengths. The facilitated debrief session supports interpretation of results and guides development planning.

Executive Enterprise Leadership Assessment – 360 Competency Instrument (Level 3)

\$875/participant · Online multi-rater with executive coaching debrief

This executive-level 360-degree assessment is aligned to Level 3 competencies: Influence, Transformers of Government, and Vision and Strategy. The instrument includes behavior-based rating items tied to enterprise leadership expectations within public sector environments. Participants receive a detailed executive report highlighting competency strengths, perception gaps, and strategic leadership impact indicators. The included one-on-one coaching session supports interpretation, enterprise alignment, and development planning.

CliftonStrengths Assessment and Facilitated Development Session

\$325/participant · Online (Gallup platform) + virtual or in-person workshop

This offering includes administration of the official CliftonStrengths 34 assessment through Gallup and a facilitated development session led by a Gallup Certified CliftonStrengths Coach. Participants receive a comprehensive strengths profile identifying their dominant talent themes and how those themes influence performance, communication, leadership style, and team contribution.

DISC Behavioral Style Assessment and Application Workshop

\$245/participant · Online + virtual or in-person workshop

This offering includes administration of a validated DISC behavioral assessment and a facilitated application workshop led by a Certified DISC Facilitator. Participants receive an individualized behavioral style profile identifying communication preferences, decision-making tendencies, motivators, and stress responses. The facilitated session focuses on applying DISC insights to improve communication, conflict navigation, collaboration, and leadership effectiveness.

Supplemental Materials

Performance Management Toolkit – Train-the-Trainer Package

\$2,500 per agency · Electronic Download (Editable Word + PDF Files)

Comprehensive toolkit enabling internal HR or leadership teams to deliver performance management best practices. Includes facilitator guide, slide deck, performance improvement plan templates, corrective action documentation tools, coaching conversation scripts, accountability tracking forms, and implementation roadmap. Designed for internal deployment without ongoing vendor dependency.

Leadership Development Toolkit – Train-the-Trainer Package

\$3,000 per agency · Electronic Download (Editable Word + PDF Files)

Structured leadership development system designed for internal delivery. Includes facilitator guide, leadership competencies workbook, coaching templates, delegation tools, feedback frameworks, meeting management templates, and team alignment exercises. Provides step-by-step instructions for delivering workshops aligned to supervisory and management competencies.

Workforce Engagement & Culture Toolkit – Train-the-Trainer Package

\$2,250 per agency · Electronic Download (Editable Word + PDF Files)

Turnkey engagement and culture-building toolkit enabling agencies to strengthen workplace climate internally. Includes facilitator guide, engagement survey template, recognition planning tools, generational engagement strategies, respect and culture workshop materials, and action planning worksheets. Designed to support sustainable culture initiatives across departments.

Contact & Next Steps

Whether your agency is ready to schedule training, explore a Leadership Readiness Snapshot, or discuss a custom development program — we would love to connect.

Schedule a Consultation

Phone: 678.889.8500

Email: projects@turnkeysolution.biz

Website: turnkeysolution.biz/colorado

Address: One Atlantic Center
1201 West Peachtree Street, Suite 2300
Atlanta, GA 30309

Quick Reference

Contract: RFP-SPCO-MZ-26-002

Program: Colorado Training, Assessment, and Development Program

Delivery: In-Person, Virtual, or Hybrid

Eligible: State Agencies, Cities, Counties, Municipalities, Higher Education, K-12, Special Districts, Eligible Nonprofits

Cooperative Purchasing: No separate RFP required.

Our AAPII™ Methodology

Assess	Analyze	Prioritize	Implement	Improve
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