

Proposal for Workplace Harassment and Workplace Violence Training
For the City of Rapid City
By Ginny Wood Nelson Med. LPC, CEAP

Proposed Services:

Provide training to employees and supervisors around creating a harassment and violence free workplace. The training will focus on identification of critical information and issues related to the subjects, awareness of methods of prevention and concrete steps to take if harassment or threats of violence occur. Methods of instruction will include; Power point presentation, role play with participants and written assessment to be taken by participants at the end of the session to evaluate their subject knowledge based on the training. Additional information about specific materials and methods used can be provided upon request.

Fees for Services:

Training services based on hourly rate of: \$175.00 per hour

Based on providing multiple trainings at a duration of 2-3 hours which total 12-14 hours of total service hours delivered: \$2,450.00

Fee for service does not include materials. Masters of materials will be provided. The City of Rapid City will be responsible for printing the number of copies needed for employees and supervisors.

References:

Nancy Alexander
Black Hills Corporation HR Director
605-721-2333

Additional references may be provided upon request

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Objective

To provide training and organization consultation to corporations, governmental organizations, schools and non-profit agencies.

Education

1977, BA. Social work, Bethel College, St. Paul, Minnesota

1987 Med. Master of Education, Guidance and Counseling, South Dakota State University, Brookings, SD.

License and Certifications

Licensed Professional Counselor, State of South Dakota

Nationally Certified Employee Assistance Professional

Certified Mediator, State of Minnesota

Work Experience

Consultant/Private Practice

January 2003-Present

Providing training, facilitation, organization development and executive consultation to corporations, school systems, law firms, governmental organizations and non-profit agencies.

Black Hills Area Director/Lutheran Social Services of South Dakota

August 1991-January 2003

Responsible for administrative and clinical supervision and management of out patient programs in western South Dakota. Managed all Employee Assistance Program services and contracts. Provided training and consultation to corporations, church entities, school systems, governmental organizations and non profit agencies.

Mental Health Therapist/Lutheran Social Services of South Dakota Sioux Falls

December 1987-July 1991

Provided counseling services to individuals, families and groups. Provided Employee Assistance Program services to contracted companies of Lutheran Social Services. Provided training and consultation to companies and organizations served by Lutheran Social Services.

Ginny Nelson M.Ed. LPC, CEAP

References:

Nancy Alexander
Human Resource Manager
Black Hills Corporation
605-721-2333

Greta Chapman
Director/Rapid City Public Library
605-394-4171

Bruce Rampelberg
Vice President of Business Development
First Western Bankcorp
605-348-3322