

SORDILL CONSULTING

Organizational Training and Development
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Patricia A. Sordill

BIOGRAPHICAL SKETCH

A graduate of Boston University with both a BSBA and EdM, Pat Sordill is founder and president of **SORDILL CONSULTING**, a consulting firm specializing in customized training and development services.

As a consultant to both the private and public sectors, Pat has designed, delivered and supported training and development programs since 1985 for organizations across the US. Her specialties are communication, interpersonal relations, and self-management skill sets for management, supervisors, individual contributors and support staff. She has had proven success with both technical and non-technical personnel. As an independent consultant, Pat has worked with tens of thousands of individuals in their quest for ongoing development and continuing success in their businesses and professions.

In 2005, Pat opened a second office in Oriental, NC. Pat will continue to serve her original client base in New England in addition to working with clients in coastal North Carolina.

Pat is past president of the Acton Business and Professional Association, the Boxborough Business Association and is a member of the New Bern Area Chamber of Commerce. Since 1985, Pat has demonstrated a commitment to the business community and the field of training and development.

Pat's successful consulting and speaking assignments have included custom designed programs on the following topics:

- **Assertive Communication Skills**
- **Business Writing**
- **Change Management**
- **Coaching and Feedback**
- **Communication Strategies**
- **Conflict Management**
- **Core Values**
- **Customer Service & Telephone Skills**
- **Effective Delegation Skills**
- **Executive Coaching**
- **Facilitation**
- **Goal Setting and Achievement**
- **Interviewing Techniques**
- **Leadership Skills**
- **Listening Skills**
- **Managerial and Supervisory Skills**
- **Managing Difficult Employee Situations**
- **Managing Up**
- **Managing Interpersonal Relations**
- **Meeting Management**
- **Mentoring**
- **Myers Briggs Type Indicator**
- **Motivation**
- **Negotiating for Success**
- **One on One Coaching**
- **Organizational Skills**
- **Outdoor & Executive Challenge**
- **Performance Management**
- **Performance Reviews**
- **Presentation Skills**
- **Problem Solving Techniques**
- **Project Management**
- **Sales and Sales Management**
- **Sexual Harassment Awareness**
- **Strategic Planning**
- **Stress Management**
- **Team Development**
- **Terminations**
- **Time Management**
- **Train-the-Trainer**