

SORDILL CONSULTING

Organizational Training and Development
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Patricia A. Sordill

Pat Sordill is President and founder of **SORDILL CONSULTING**, an organizational training and development company. Programs and services focus on self-management, interpersonal relations and communications skills for individuals and groups.

Pat has been in the field of Human Resources since January of 1977, holds a Bachelor of Science in Business Administration from Boston University and a Master of Education in Human Resources Education, also from BU. Pat founded **SORDILL CONSULTING** in Acton, MA, in September of 1985 and has had proven success in the development, implementation and follow-up support of training and development programs.

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.

As an experienced consultant, Pat continues to research new programs and techniques to provide the most effective training and development programs possible. She has been certified by Inscape Publishing, Personal Dynamics, ProImage and is a qualified user of the Myers-Briggs Type Indicator. These certifications, in conjunction with her background and experience qualify Pat to offer a variety of experiential and easily applicable programs ranging from traditional theory and practice to outdoor adventure training.

All services are custom designed to meet specific client needs. Programs are offered in flexible formats to best accommodate groups or individual participants. Group sizes have ranged from 1 to 300 with an average of 15 participants per group. Managers, supervisors, individual contributors and support personnel have benefited from needs driven training and development.

Prior to becoming an independent consultant, Pat worked with Arthur Andersen & Co. in Boston, W. R. Grace & Co. in Lexington, and Apple Computer, Inc. in Marlborough, Massachusetts.

Pat is past president of the Boxborough Business Association and holds memberships with the American Society for Training and Development, Association for Psychological Type International, the New Bern Area Chamber of Commerce and the Pamlico County Chamber of Commerce. Since 1985, Pat has demonstrated a commitment to the business community and the field of training and development.

Service has been provided to a wide variety of organizations and industries including: educational publishing, magazines, newspapers, financial investment firms, medical professionals, biotechnology, pharmacology, veterinary clinics, utilities, libraries, town governments, high technology, education, and construction companies

Pat's successful consulting and speaking assignments have included custom designed programs and services which include 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**