



## Mission

Exceed client expectations with customized consulting services focused on collaborative models for strategic planning, executive coaching, team development, organization assessment, meeting facilitation and training.

## Vision

Earn client long-term trust with meaningful relationships and value-added service

## Values

Collaboration, Customization, Integrity, Service, Results

## About Lynne Carbone & Associates, Inc. (LCA)

Lynne Carbone & Associates, Inc. (LCA) is a Woman-Owned Small Business (WOSB) based in Bethesda, Maryland, and a NOAA partner since 1993. LCA delivers dynamic and engaging organization and management consulting services, specializing in strategic and execution planning, executive coaching, change management, team/leadership development, meeting facilitation and customized training.

LCA has a proven track record within every Line Office of NOAA, delivering engaging collaborative processes for strategic planning, team effectiveness and conference facilitation for NOAA, Line Offices, Regions, Centers, and Program levels. LCA also provides individualized executive coaching services to AAs, DAAs, and other senior NOAA leaders. The firm is recognized across NOAA for its deep experience and understanding of the agency's missions which supports providing advice and consultation on improved program performance, integration and alignment of NOAA's missions.

LCA holds an Enterprise BPA with NOAA and is a NOAA ProTech-Oceans Prime Contractor.

## GSA Professional Services Schedule

LCA holds a GSA Professional Services Schedule as a Woman-Owned Small Business for Integrated Consulting Services and Training Services (SIN's 874-1, 874-1RC, 874-4, 874-4RC, 00CORP-500, 00CORP-500RC which is active through May 2024. [Click here to find out more.](#)

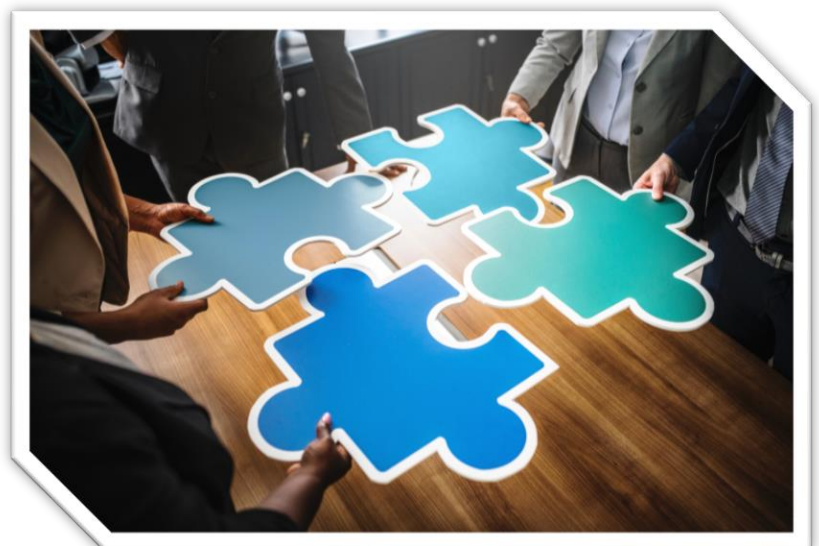
All LCA labor categories reflect a GSA discount from corporate rates between 10-25%. GSA customers are also eligible for a 1% prompt payment discount under 15 days.

## Contract Information

**Contract Number:** 47QRAA19D007T

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## Strategic Planning & Change Mgmt.

### Strategic & Implementation Planning

- Strategic planning
- Implementation planning
- Stakeholder & employee engagement
- Input collection (online surveys, one-on-one, small groups)
- Vision setting
- Metrics development
- Strategy development & issue mgmt.
- Plan mgmt. system design
- Ongoing plan tracking & mgmt.
- Communications and plan rollout

### Change Management

- Organization change & change mgmt.
- Organizational assessment & redesign
- Operational & process efficiency
- Culture change
- Customer & partner alignment
- Workforce satisfaction & performance
- Leadership engagement
- Outcome definition
- Time, resource, and people mgmt.
- Continuous communications

## Coaching & Training

### Leadership & Team Development

- Executive coaching & leadership development
- Executive advisory services
- Organization development
- Teambuilding
- Leadership transition
- 360° assessments

### Customized Training & Workshops

- Accountability
- Being effective in a state of change
- Conflict mgmt.
- Effective communications
- Effective meetings & processes
- Emotional intelligence
- Innovation
- Leading teams
- Lifecycle support
- Matrix mgmt.
- Mentoring & coaching skills
- Myers-Briggs Type Indicator
- Soft skills for technical & scientific backgrounds
- Strategic leadership series
- Succession planning
- Workplace diversity & inclusion

## Facilitation Services

### Conference/Meeting Design & Facilitation

- Customized workshop & conference design (agenda & process)
- Stakeholder engagement
- Employee engagement
- Facilitation of any meeting size
- Conference logistics & support
- Real-time analysis & results documentation
- Consensus-based decision-making
- Talking points & presentation support
- Small & large group engagement techniques
- Results-driven
- Meeting materials production
- Post-meeting reports

### Conflict Resolution

- Conflict mediation & resolution
- Dispute resolution & negotiation
- Problem solving & collaboration skill development
- Building trust & understanding
- Tangible action plans
- Role definition & alignment
- Sensitive issue mgmt.
- Customized coaching & training

## Business Consulting

### Program Mgmt. & Business Support

- Program & project mgmt.
- Acquisition/procurement mgmt.
- Business process improvement
- Business & mgmt. consulting
- Cost & schedule mgmt.
- Earned value mgmt.
- Data & risk analysis
- Program analysis & assessment
- Budget planning & analysis
- Financial mgmt.
- Human capital mgmt.
- Travel mgmt.
- Administrative support
- Labor mgmt. legal expertise

### Strategic Communications

- Strategic communications
- Social media mgmt.
- Public relations/marketing
- Outreach & education materials