



## Full List of People Services

### Strategic

- **HR Strategic Planning:** Work closely with you or your designated team to analyze your workforce and decide on the strategic direction for the human capital of your company. Then, with monthly check-ins for data review, progress discussion and overcoming obstacles, guide your organization through change and improvement.
- **Diversity, Equity and Inclusion (DEI) Project Design and Build:** Through brainstorm and team interviews, develop options for strategic projects to deploy to solve your most pressing issues. Projects can then be turned over for deployment, or project managed for you with your team acting as project members.
- **Leadership Coaching:** For your emerging or existing leaders, identify upskilling opportunities and focus areas. Through bi-weekly coaching sessions over a six month period, help leaders be their best at change management, communication and engagement.
- **Executive Coaching:** Work with your top leaders (or yourself) on the areas where you feel most challenged. Through bi-weekly coaching sessions over a six month period, discuss challenges, devise strategies for personal growth and realize a greater potential for your closest colleagues.
- **Management Coaching:** Designed for people leaders or future people leaders, help staff understand what truly motivates workers, and how best to navigate challenging situations like performance reviews, organizational change, and more.
- **Coaching for Neurodiversity:** With specialized approaches and tactics, work with leaders who identify as neurodiverse to identify and tackle the challenges specific to their needs.
- **Sales Coaching:** Including options for both group and individual coaching, leverage your company's unique value proposition to help sales teams engage prospects and close more deals. Uncover potential weaknesses to deploy targeted strategies that will help sellers grow revenue.

### Operational

- **Infrastructure Design:** Company analysis and design of HR back-end processes, departmental structure and human capital planning.
- **Training Delivery:** Expert-led trainings on both compliance and strategic topics that will strengthen the foundation of your business:
  - Sexual Harassment (1.5 hours)
  - People Management (full day)
  - Cultural Awareness (half day or 2 hour team builder session)
  - Leadership (2 days)



- Diversity, Equity and Inclusion (half day)
- **People Documentation Setup:** In cooperation with your team, a review of current practices and operational improvement opportunities for your HR filing system.
- **Employee Handbook:** Leveraging your company's values and culture, creation of an employee handbook and/or policy manual with all required policies on the federal and state level.
- **HR Staff Coaching and Advisement:** In partnership with existing HR staff, provide coaching and advice for challenging situations, such as how to conduct thorough investigations, handle unusual employee situations and how to improve their own professional acumen.
- **Contract Recruiting:** For your hardest to fill positions (or just to give you time back in your day), job description review, sourcing, candidate screening, reference checking and job offers.
- **Compliance:** Advisement and regular updates on regulatory requirements, including changes and legislation affecting your business.
- **HRIS Implementation:** Partnering to identify the best software solution for your business, and project management of the implementation of that system along with a member of your team.