

Overview of Programs

Businesses are continually challenged by a need of talented people to fuel their success and growth. Small business owners and managers recognize the value of hiring and developing quality teams, but may not know how, or have the confidence, to do it.

Team Learning Services, LLC is expert in providing consulting, products and services that help start-up and growing companies with solutions to their hiring, onboarding, and performance management needs. We offer individual solutions and package options that provide your business with instruction and materials for these business needs:

Solution	How it Helps	Deliverables
<i>Job Descriptions (starts at \$299.)</i>	<ol style="list-style-type: none"> 1. Communicates clear job expectations to employees. 2. Guides managers how to monitor and measure remote employee productivity. 3. Facilitates productive communication among remote work groups. 	<ul style="list-style-type: none"> • Thorough analysis of job tasks, responsibilities, and measures of success for one job title • Enhanced Job Description document • Consultation on using job descriptions as employee management tool

Solution	How it Helps	Deliverables
<i>Job Postings (starts at \$99.)</i>	<ol style="list-style-type: none"> 1. Communicates required job skills, experiences, and values to prospective applicants. 2. Provides ready-made job posting content and format to place online, in print, or on social media. 3. Focuses on right-fit, job-ready applicants that minimizes applications from unqualified candidates. 	<ul style="list-style-type: none"> • Enhanced Job Posting document • Advising on how and where to post to attract right-fit candidates

Solution	How it Helps	Deliverables
<i>Interviewing Guide and Scorecard (starts at \$249.)</i>	<ol style="list-style-type: none"> 1. Eliminates hiring mismatches that cause poor performance and high turnover. 2. Ensures employees are qualified to perform their jobs. 3. Streamlines interviewing and hiring process to reduce time, effort, and cost. 	<ul style="list-style-type: none"> • Interviewing Guide and Scorecard documents • Consultation on using Job Descriptions and Interviewing Guide as hiring tools

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Solution	How it Helps	Deliverables
<i>New Employee Onboarding and Training (starts at \$399.)</i>	<ol style="list-style-type: none"> Ensures employee readiness for work. Saves time and effort by following a structured employee onboarding and skills training plan. Increases employee productivity, job satisfaction, and tenure. 	<ul style="list-style-type: none"> Onboarding program content, structure, timelines, and implementation plan Technical/Functional training manual, structure, and implementation plan Consultation on onboarding and implementation

Solution	How it Helps	Deliverables
<i>Employee Performance Management and Evaluations (starts at \$199.)</i>	<ol style="list-style-type: none"> Saves time and effort by creating a structured performance management plan. Gives visibility of employee performance based on assigned tasks and business objectives. Maximizes employee productivity and performance. Provides two-way communication that improves company culture and employee satisfaction. 	<ul style="list-style-type: none"> Process and tools for using job description to hire, onboard, and manage employees Employee performance evaluation documentation templates Consultation on managing employees using job descriptions and organizational tools.

Service Notes

We offer program service options to fit your organization’s situation and needs.

Programs may be combined to provide multiple services in one Service Agreement. Discount rates may apply when solution packages are combined.

Contact Team Learning Services for a FREE initial consultation to discuss your needs and how we can help.

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“Let our Team help you manage your Team.”