

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 course and package options that provide your business with instruction and materials for these business needs:

Program	How it Helps	Deliverables	Program Options
<i>Creating Job Descriptions</i>	<ol style="list-style-type: none"> 1. Communicates clear job expectations to employees. 2. Holds all stakeholders accountable for business performance and success. 3. Provides the basis for employee hiring, training, and management. 	<ul style="list-style-type: none"> • Enhanced Job Description document • Consultation on creating and using job descriptions as management tool 	<ul style="list-style-type: none"> • Do-it-Yourself - \$49 • Enhanced DIY - \$149 • Full Service - \$349 - \$649

Program	How it Helps	Deliverables	Program Options
<i>Recruiting and Hiring Your First Employees</i>	<ol style="list-style-type: none"> 1. Eliminates hiring mismatches that cause poor performance and high turnover. 2. Ensures employees are prepared to perform. 3. Streamlines hiring process to reduce time, effort, and cost. 	<ul style="list-style-type: none"> • Enhanced Job Description document • Interviewing and hiring checklists • Consultation on using job descriptions and checklists as hiring tool 	<ul style="list-style-type: none"> • Do-it-Yourself - \$49 • Enhanced DIY - \$149 • Full Service - \$449 - \$749

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Program	How it Helps		Program Options
<i>Onboarding New Employees</i>	<ol style="list-style-type: none"> Ensures employee readiness for work. Saves time and effort by following a structured employee onboarding plan. Increases employee productivity, job satisfaction, and tenure. 	<ul style="list-style-type: none"> Enhanced Job Description document Onboarding program content, structure, and implementation plan Consultation on onboarding and implementation 	<ul style="list-style-type: none"> Do-it-Yourself - \$49 Enhanced DIY - \$169 Full Service - \$549 - \$1149

Program	How it Helps	Deliverables	Program Options
<i>Managing Employee Performance</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 satisfaction. 	<ul style="list-style-type: none"> Enhanced Job Description document Process and tools for using job description to hire, onboard, and manage employees Consultation on managing employees using job descriptions and organizational tools. 	<ul style="list-style-type: none"> Do-it-Yourself - \$49 Enhanced DIY - \$169 Full Service - \$549 - \$1249

Program	How it Helps		Program Options
<i>Managing Your Remote Workforce</i>	<ul style="list-style-type: none"> Ensures employee engagement while working remotely. Shows managers how to monitor and measure remote employee productivity. Facilitates productive communication among remote work groups. 	<ul style="list-style-type: none"> Enhanced Job Description document Process for managing performance and expectations of remote teams. 	<ul style="list-style-type: none"> Do-it-Yourself - \$49 Enhanced DIY - \$149 Full Service - \$449 - \$749

Ask for detailed information sheets for each program for more information.

Service Notes

We offer program service options to fit your situation and needs:

- **Do-it-Yourself** = self-service; includes editable solution worksheet and 30 minutes of consultation*.
- **Enhanced DIY** = self-service; includes editable solution worksheet and 2 hours of consultation*.
- **Full Service** = Team Learning works directly with your team to complete the steps of each solution. Consultation is unlimited for the duration of the project.

* **Consultation may include:** Directions for completing solution worksheet | Help with formatting documents | Reviewing your solution | Assessing outcomes

Programs may be combined to provide multiple services in one offering. Discount rates may apply.

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.”