

Build a Bundle Package I



This package also includes a leader intake meeting. To ensure we are providing services to address your organizations' specific needs and challenges, we ask to meet with your leader/s before delivering any services. If we recognize an opportunity to enhance or align services, we will collaborate with you.

I. **Review and Update:** A full review of your employee handbook or selection interview process. Well-written and up-to-date employee handbooks inform employees of important policies, rules, company standards, and rights. Interviewing applicants is a critical element of the hiring process, regardless of the nature of the position. We will review your interview questions to ensure they are job-related and provide a guide to common interviewer errors as well.

- Employee Handbook
- Interview Guide

II. **Leadership Development:** A one hour class designed for current or aspiring leaders. This development class will focus on helping your leaders prepare for future assignments and responsibilities. All classes include relevant tips and techniques.

- Performance Feedback
- Performance Documentation
- Essentials of Change Management
- Effective Interviewing

III. **Organizational Training:** A one hour class designed for your entire organization. This class will focus on current organizational and employee needs or competency gaps. Some popular topics are listed.

- Sexual Harassment Prevention & Awareness
- Effective Communication
- Generations in the Workforce
- Creating Brand Identity
- Professionalism in the Workplace
- Team Goal Setting

IV. **Resilience MH Training:** A one hour class designed by Dr. Kepple. The appropriate audience will be determined by the topic you select. Some suggested, current topics are listed.

- Preventing Occupational Burnout
- Employee Mental Health Optimization
- Workplace Psych 101

V. **Monthly HR Consult:** A pre-arranged one hour time slot allocated to answer questions and brainstorm. This is your time to use as you see fit. The meeting can include all your supervisor or a single point of contact. We are available to provide advice on any topics or projects.

We're happy to discuss any item in detail. We look forward to partnering with you.