



Human Resource Management Department Business Systems TRANSFORMATION PLAN

Increase your Staff's Motivation and Productivity TODAY!

Within 3 weeks of client start date Business Fitness Coach helps to establish the following business systems:

- Complete set of Performance Based Job Descriptions and Evaluations
- Employee Handbook
- Recruiting, Hiring, Training, Staffing, and Deployment Written Delivery Procedures

Client Business Benefit Objectives: (as reported by our enrolled clients)

- Implement performance-based job descriptions tied to your business systems and that double as tools for objective individual performance evaluation and corrective action planning.
- Implement an employee handbook that clearly explains your workplace policies.
- Learn how to create job analysis, job descriptions, implement effective recruiting strategies, screening the applicant resume, conducting an effective interview, screening interview and employment application questions, develop competency based interview questions, conduct post interview activities, personality assessment, making the job offer, evaluating training requirements, where to best provide and sources of training materials, core and skill specific competencies evaluation, recommended activities for self-development.

During week #1:

1. We schedule your first Growth Strategy Session with your assigned Business Fitness Coach.
2. Upon completion of session, Business Fitness Coach registers you and your staff to access online business process and implementation training sessions.
3. Upon completion of session, Business Fitness Coach will send you the next week's Growth Strategy Session Workout meeting invite.
4. Upon completion of session, Business Fitness Coach will send an email for which online sessions to take on our Client Solution Center to obtain one or more of the above Human Resource Management Tools.
5. You or your General Manager, Human Resource Manager, and or Operations Manager staff will simply go to our Online Solution Center home page, click top right "Client Login" to access these training tracks:
 1. HR-STEP #1.0 Implementing Job Descriptions and Performance Evaluations
 2. HR-STEP #2.0 Employee Handbook Set-up
 3. HR-STEP #3.0 Recruiting, hiring, staffing, and deployment



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6. For our next meeting, client completes and prints out the following technician handouts:
 1. Download, review and edit to your business the Job descriptions. See session HR-1.0
 2. Download, review and edit to your business the Never Hire a Bad Salesperson Again article. See session HR-1.0
 3. Download, review and edit to your business the Staff Confidentiality Agreement. See session HR-1.0
 4. Download, review and edit to your business the Employee Handbook template. See session HR-2.0
 5. Download, review and edit to your business the Employee Job Evaluation. See session HR-3.0
 6. Download, review and edit to your business the Job Analysis. See session HR-3.0

During week #2:

7. For this next meeting, Business Fitness Coach will demo with management and get their approval on which of our Human Resource Management Department Company Standards to have us help you implement.
8. We confirm which processes are to be implemented.
9. Upon completion of this session, Business Fitness Coach will send you the next weeks Growth Strategy Session Workout to be conducted with General Manager, Human Resource Manager, and or Operations Manager meeting invite.

During week #3:

10. For this next meeting, Business Fitness Coach will demo with the General Manager, Human Resource Manager, and or Operations Manager your approved Human Resource Management Processes and forms.
11. We clarify any questions and confirm with your General Manager, Human Resource Manager, and or Operations Manager understanding of your Company Human Resource Management Standards to be implemented.
12. Upon completion of this session, Business Fitness Coach will send you the next Growth Strategy Session Workout meeting invite.

Performance Review Meetings:

13. We recommend that you schedule periodic Human Resource Management Department reviews with your Business Fitness Coach to enable operational adjustments to help you to continue to meet your above Client Business Benefit Objectives.