

2022



F O R T R E S S & F L O U R I S H

Refine Your HR

Candice Elliott is a certified Senior Professional in Human Resources with over 10 years of experience working with hundreds of organizations across sectors



FORTRESS AND FLOURISH **SERVICES**



Getting Started

Handbook Builder Bootcamp

Benefits Strategy Session

Groundwork HR Starter Package

Back Pocket HR Monthly Coaching

Define Your HR Process

Train Your Staff

Recruiting & Hiring

Performance Management

Train Your HR Coordinator



Special Projects

Pregnancy & Baby Bonding Leave

Harassment Response & Prevention

Compensation Analysis

Executive Recruitment

Strategic Planning



GETTING STARTED

This is your invitation to take the
first steps toward a Wholistic HR system
in your organization.

[BOOK A CALL WITH ME HERE >>](#)



- Handbook Builder Bootcamp
- Benefits Strategy Session
- Groundwork HR Starter Package
- Back Pocket HR



Handbook Builder

BOOTCAMP

Got an old handbook collecting dust, or haven't quite gotten around to finishing yours?

The Handbook Builder Bootcamp was designed just for you! We'll get your handbook written and finalized in just one month.

HERE'S WHAT YOU GET

1 Employee Handbook
3 one-on-one sessions
All your HR questions answered

ACHIEVE THESE STRATEGIC OBJECTIVES

Define employment operations
Streamline processes
Decrease risk of litigation
Increase employee retention

TIMELINE

4 weeks

The Handbook Builder Bootcamp
is offered 2x per year. See the
[website](#) to get on the waitlist.

JOIN ME IF YOU ARE A/AN. . .

Entrepreneur
Small Business Owner
Operations Manager
Executive Director
Chief Executive Officer

INVESTMENT \$500



Benefits Strategy

A 30 MINUTE SESSION

Are you currently offering benefits but not sure if you're getting the best value for your investment? Or are you considering offering benefits for the first time? Set up a quick 30 minute session with me to talk about your options.

HERE'S WHAT YOU GET

Analysis of current offerings
Benchmark with similar
organizations
Best value recommendation

ACHIEVE THESE STRATEGIC OBJECTIVES

Strengthen compensation package
Enhance benefit offerings
Improve employee retention

TIMELINE

30 minutes

Reserve a spot on my calendar
[here](#).

TALK TO ME IF YOU ARE A/AN. . .

Entrepreneur / Small Business Owner
Operations Manager / HR Coordinator
CFO / Controller
Deputy Director / HR Director
CEO / ED

INVESTMENT \$150



Groundwork

HR STARTER PACKAGE

Do you see growth on the horizon, or have you just hired a bunch of new staff? Now is the time to get your HR ducks in a row! The Groundwork HR Starter Package has got you covered with all the essentials.

HERE'S WHAT YOU GET

1 Employee Handbook
5 Job Descriptions
Onboarding Procedure
Offboarding Procedure

ACHIEVE THESE STRATEGIC OBJECTIVES

Define HR Policy & Procedure
Increase diversity of candidates
Reduce risk of wrongful termination
Improve employee retention

TIMELINE

4 - 6 weeks

Interested in learning more about this package? Book a time to talk with me [here](#).

TALK TO ME IF YOU ARE A/AN. . .

Entrepreneur / Small Business Owner
Operations Manager / HR Coordinator
CFO / Controller
Deputy Director / HR Director
CEO / ED

INVESTMENT \$1750



Back Pocket HR

MONTHLY HR COACHING

As a small business owner you need HR when you need it. You don't need full time HR help, but you want a trusted HR resource available when things come up. Back Pocket HR is a shortcut to a trusted HR professional who will work with you on your most pressing needs.

HERE'S WHAT YOU GET

- 1 Hour Monthly HR Consult
- Ongoing Email Support
- Monthly Compliance Update
- Access to HR Building Blocks
- Course for all Supervisors
- Optional Add On:
Complaint Point of Contact

ACHIEVE THESE STRATEGIC OBJECTIVES

- Increase organizational capacity
- Define HR Policy & Procedure
- Reduce risk of wrongful termination
- Improve employee retention

TIMELINE

1 hour, monthly

Interested in learning more about Back Pocket HR? Book a time to talk with me [here](#).

TALK TO ME IF YOU ARE A/AN. . .

- Entrepreneur / Small Business Owner
- CFO / Controller
- Deputy Director
- CEO / ED

INVESTMENT \$300
OR \$450 WITH ADD ON



Hello!

CANDICE ELLIOTT

YOUR DEDICATED HR NERD

“

Candice Elliott is a community-minded human resources strategist who works with business leaders to develop management systems based on their unique worldview.

Through her work with 100s of clients from international corporations to solo-entrepreneurs she developed her signature Wholistic HR approach.

She works with her students in her Wholistic HR incubation program and with clients 1-on-1. She is a certified Senior Professional in Human Resources and specializes in California employment. When she's not being an HR nerd she's exploring mountains, oceans and streams.



Candice Elliott



FortressandFlourish

Candice

MPS, SPHR



DEFINE YOUR HR PROCESS

These are the HR solutions that make the biggest impact on defining and refining your organization's HR systems.

[BOOK A CALL WITH ME HERE >>](#)



- Recruiting & Hiring
- Performance Management
- HR Training for your Staff
- Train Your HR Coordinator



HR Training

HOUR-LONG WORKSHOPS FOR YOUR SUPERVISORS

In many organizations supervisors and department heads are the front line of HR and have the most impact on staff. These trainings make sure that your supervisors are prepared for the HR functions that may come their way.

TRAINING TOPICS

Interviewing
Performance Management
Corrective Action
Terminations
Harassment Prevention & Response

ACHIEVE THESE STRATEGIC OBJECTIVES

Build organizational capacity
Increase employee retention
Team building
Increase equitable decision-making
Reduce risk of wrongful termination

TIMELINE

1 hour

Interested in booking a training?
I'd love to learn more about your
needs. Set up a time to talk [here](#).

TALK TO ME IF YOU ARE A/AN. . .

Entrepreneur / Small Business Owner
Operations Manager / HR Coordinator
Supervisor / Department Head
CFO / Controller
Deputy Director / HR Director
CEO / ED

INVESTMENT \$300



Recruiting & Hiring

STANDARDIZE YOUR PROCESS

Looking for a way to standardize the hiring process? Maybe you're hiring for lots of different roles, or you've got a few different hiring supervisors. Creating a procedure for recruiting and hiring is the roadmap that keeps everyone on the same page.

HERE'S WHAT YOU GET

Recruiting method
Interviewing method
Screening & selection method
Coordination across departments
Job offer and onboarding plan

ACHIEVE THESE STRATEGIC OBJECTIVES

Define HR Policy & Procedure
Increase diversity of candidates
Reduce risk of wrongful termination
Improve employee retention

TIMELINE

4 - 6 weeks

Interested in learning more about this package? Book a time to talk with me [here](#).

TALK TO ME IF YOU ARE A/AN. . .

Entrepreneur / Small Business Owner
Operations Manager / HR Coordinator
CFO / Controller
Deputy Director / HR Director
CEO / ED

INVESTMENT \$2500



Performance Management

ANNUAL EMPLOYEE REVIEWS

Standardizing the system for performance reviews helps keep everyone accountable for their performance in your organization. This system includes self-evaluation, supervisor evaluation and 360 degree reviews.

HERE'S WHAT YOU GET

Performance Review Procedure
Self Assessment
Supervisor Assessment
360 Degree Review Assessment

ACHIEVE THESE STRATEGIC OBJECTIVES

Define HR Policy & Procedure
Increase organizational capacity
Reduce risk of wrongful termination
Improve employee retention

TIMELINE

4 - 6 weeks

Interested in learning more about this package? Book a time to talk with me [here](#).

TALK TO ME IF YOU ARE A/AN. . .

Entrepreneur / Small Business Owner
Operations Manager / HR Coordinator
CFO / Controller
Deputy Director / HR Director
CEO / ED

INVESTMENT \$2500



Train Your HR Coordinator

A 3 MONTH MENTORSHIP WITH A SENIOR PROFESSIONAL IN HR

Have you gotten to the point where you need someone to take on the HR function in your organization? This training is designed to get them up to speed on all their new responsibilities as effectively and quickly as possible.

HERE'S WHAT YOU GET

Bi-weekly one-on-one sessions
Best practices training in typical
events in the employee lifecycle
Consultation and resolution of
current HR issues

ACHIEVE THESE STRATEGIC OBJECTIVES

Implement HR best practices
Increase organizational capacity
Define HR Policy & Procedure
Reduce risk of wrongful termination
Improve employee retention

TIMELINE

3 months

Interested in learning more about
this package? Book a time to talk
with me [here](#).

TALK TO ME IF YOU ARE A/AN. . .

Entrepreneur / Small Business Owner
Operations Manager / HR Coordinator
CFO / Controller
Deputy Director / HR Director
CEO / ED

INVESTMENT \$5000



CORE HR BELIEFS



Work is not just a means to provide but a way to find meaning



Safety & security increase employee retention



People can embody their full selves at work



Growth means supporting risk takers and challenging leaders



People are the soul of business



Preparation & training reduce the risk of litigation

WANT TO CHAT?

[Book a call with me here >>](#)



SPECIAL PROJECTS

F&F helps expand capacity to reach your goals by facilitating special strategic and HR projects for your organization.

[BOOK A CALL WITH ME HERE >>](#)



- Medical Leave Administration
- Harassment Response & Prevention
- Compensation Analysis
- CEO / ED Recruitment
- Strategic Planning



Pregnancy & Baby Bonding

MEDICAL LEAVE ADMINISTRATION

Is one of your employees welcoming a child into their life through birth, adoption or foster care? Understanding leave laws and public benefits is complicated. Let us help!

HERE'S WHAT YOU GET

Medical, Maternity and Baby
Bonding Leave Policy
Administration of Medical Leave
Up to 3 meetings with employee
Up to 3 meetings with company

ACHIEVE THESE STRATEGIC OBJECTIVES

Enhance communication
Increase organizational capacity
Decrease risk of litigation
Improve employee retention

TIMELINE

Up to 3 months before leave

Duration of leave

Up to 1 month after leave

Interested in learning more about
this package? Book a time to talk
with me [here](#).

TALK TO ME IF YOU ARE A/AN. . .

Entrepreneur / Small Business Owner
Operations Manager / HR Coordinator
CFO / Controller
Deputy Director / HR Director
CEO / ED

INVESTMENT \$2500



Harassment Response

AND PREVENTION

Have you received a complaint that an employee is uncomfortable at work but are you unsure of what to do next? We will handle the information gathering phase of harassment response and give you a roadmap for what to do next.

HERE'S WHAT YOU GET

Information Gathering (Reporting
party, alleged harasser, witnesses)
Report of findings
Recommendation on next steps

ACHIEVE THESE STRATEGIC OBJECTIVES

Increase defensibility of actions
Decrease risk of retaliation claim
Improve employee retention
Neutral third party responder

TIMELINE

1 - 3 days

If you need immediate help, please
email me now at
candice@fortressandflourish.com

TALK TO ME IF YOU ARE A/AN. . .

Entrepreneur / Small Business Owner
CFO / Controller
Deputy Director
CEO / ED

INVESTMENT \$5000



Compensation Analysis

BENCHMARK YOUR WAGES

Do you want to create an equitable system of compensation in your organization? We use compensation analysis to develop wage rates and pay increases that are fair and transparent.

HERE'S WHAT YOU GET

Analysis of current wages
Benchmarks with similar organizations
Pay bands and Step Increases

ACHIEVE THESE STRATEGIC OBJECTIVES

Increase pay equity
Compensation transparency
Improve employee retention

TIMELINE

2 - 3 months

Interested in learning more about this package? Book a time to talk with me [here](#).

TALK TO ME IF YOU ARE A/AN. . .

Entrepreneur / Small Business Owner
CFO / Controller
Deputy Director / HR Director
CEO / ED

INVESTMENT \$7500



Executive Recruitment

CHIEF EXECUTIVE OFFICER / EXECUTIVE DIRECTOR

Are you looking for more than just a head hunter? F&F specializes facilitating the recruitment and hiring process for boards of directors.

HERE'S WHAT YOU GET

Accurate job description
Recruit and screen candidates
Coordinate panel interviews
Facilitate deliberation

ACHIEVE THESE STRATEGIC OBJECTIVES

Find a diverse group of candidates
Ensure best practices in recruitment
Increase organizational capacity
Neutral third party facilitator

TIMELINE

2 - 3 months

Interested in learning more about
this package? Book a time to talk
with me [here](#).

TALK TO ME IF YOU ARE A . . .

Board Member
CFO / Controller
Deputy Director / HR Director
Departing CEO / ED

INVESTMENT \$7500



Strategic Planning

FACILITATION

Providing a well articulated and strategic plan for the future is one of the foundations of keeping employees around. Strategic planning that brings together internal and external stakeholders helps your remain competitive in the employment marketplace.

HERE'S WHAT YOU GET

Roundtables with stakeholders
SWOT Analysis
Benchmark similar organizations
Areas of emphasis for
18 months - 2 years

ACHIEVE THESE STRATEGIC OBJECTIVES

Align actions with mission & values
Provide organizational direction
Increase organizational capacity
Improve employee retention
Articulate goals

TIMELINE

3 - 6 months

Interested in learning more about
this package? Book a time to talk
with me [here](#).

TALK TO ME IF YOU ARE A/AN. . .

Board Member
CEO / ED
Deputy Director / HR Director
CFO / Controller
Entrepreneur / Small Business Owner

INVESTMENT STARTING AT \$20,000

WHAT ARE PEOPLE Saying?



Jennalee Dahlen
Owner, Yoso Wellness

Before working with Candice I was faced with challenges I did not know how to navigate on my own. Now I feel confident in my HR decisions, and my employees feel taken care of and supported. Candice's knowledge, skills and services have helped protect my business which has enabled us to continue to grow and serve our community.



Brooke Sampson
Former ED, Pajaro Valley Loaves & Fishes

Candice is professional, well-informed, responsive, and community-minded. She provides comprehensive and high quality HR consulting services and generously shares her expertise through her work with non-profit organizations, community workshops, and her electronic newsletter.



Want to Chat?

These are a few ways to get in touch ->

www.fortressandflourish.com

- Schedule a Clarity Call
- Sign up for the Monthly Newsletter
- Subscribe to Back Pocket HR

Social Media

- Instagram: FortressandFlourish
- LinkedIn: Candice Elliott
- Facebook: FortressandFlourish

Email

- candice@fortressandflourish.com