

FORTRESS & FLOURISH

# Refine Your HR

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



#### FORTRESS AND FLOURISH

# SERVICES



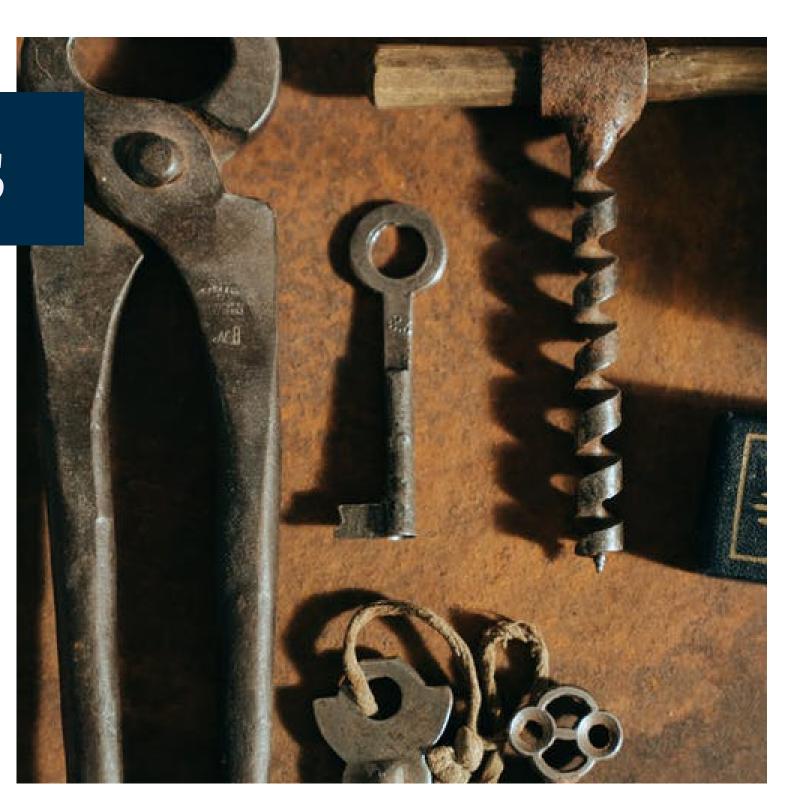


### Getting Started

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





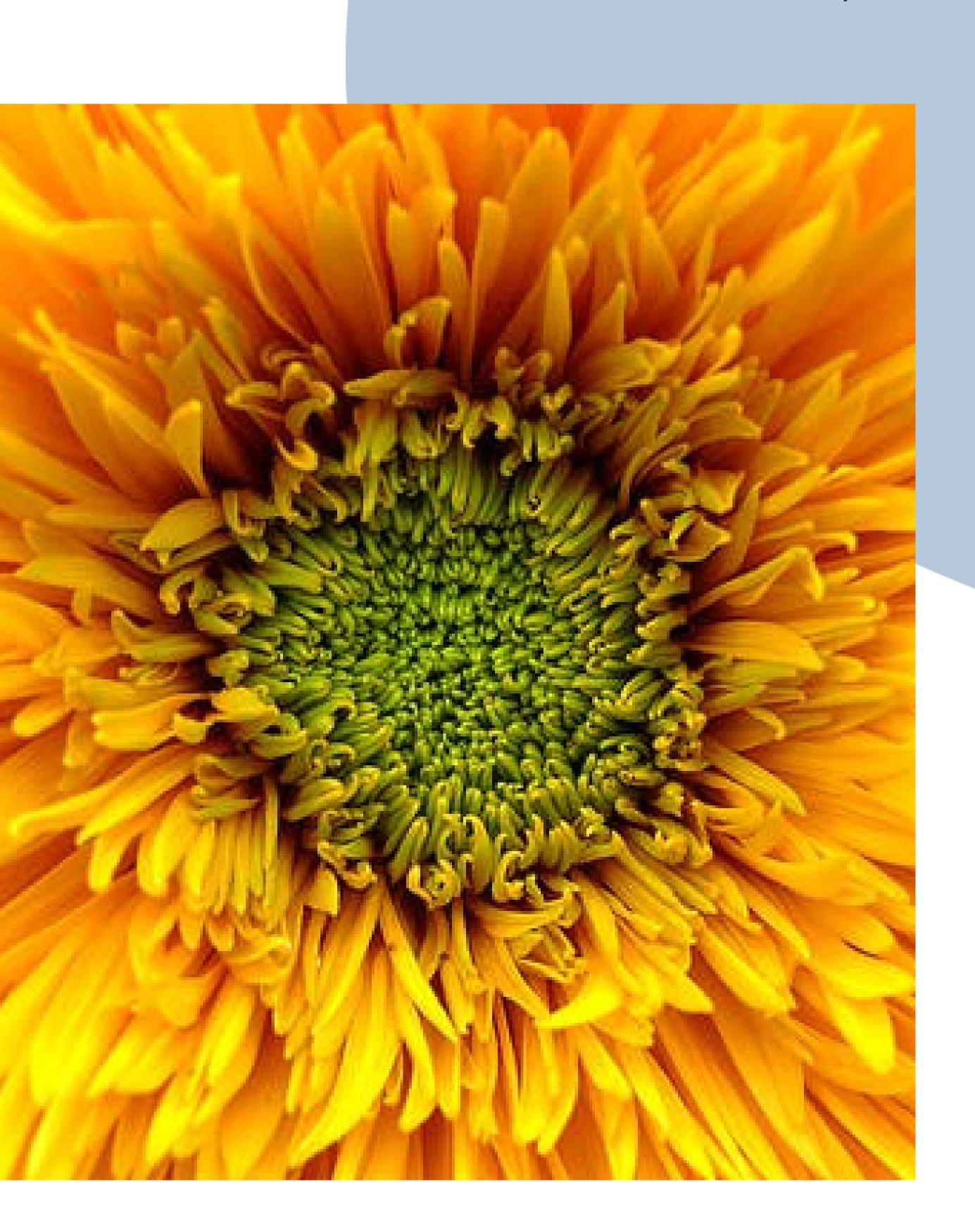
### Special Projects

Pregnancy & Baby Bonding Leave
Harassment Response & Prevetion
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 finialized in just one month.

### HERE'S WHAT YOU GET

1 Employee Handbook3 one-on-one sessionsAll 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

# 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 <a href="here">here</a>.

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

### 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 Handbook5 Job DescriptionsOnboarding ProcedureOffboarding 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 <a href="here">here</a>.

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

## 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 <a href="here">here</a>.

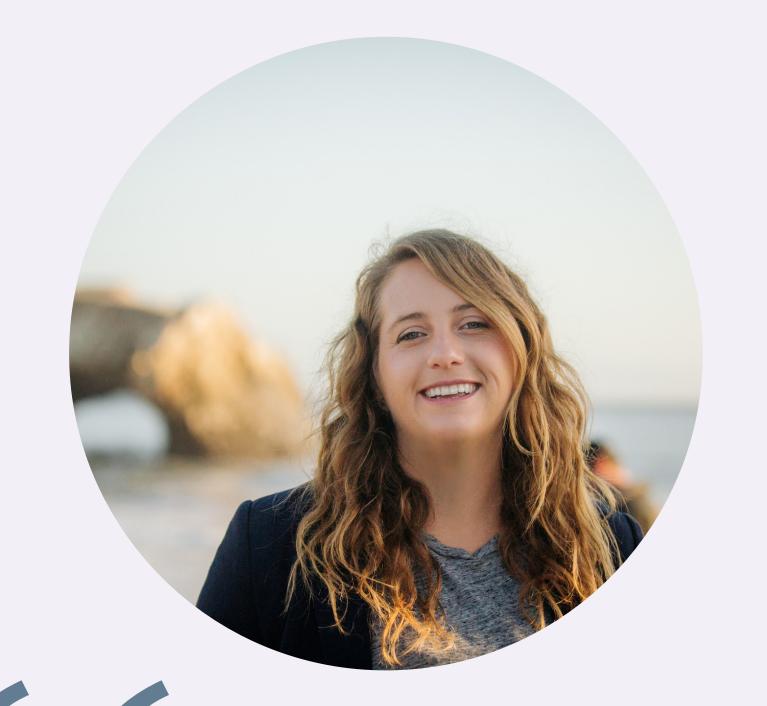
### TALK TO ME IF YOU ARE A/AN...

Entrepreneur / Small Business Owner

CFO / Controller

Deputy Director

CEO / ED



# 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.



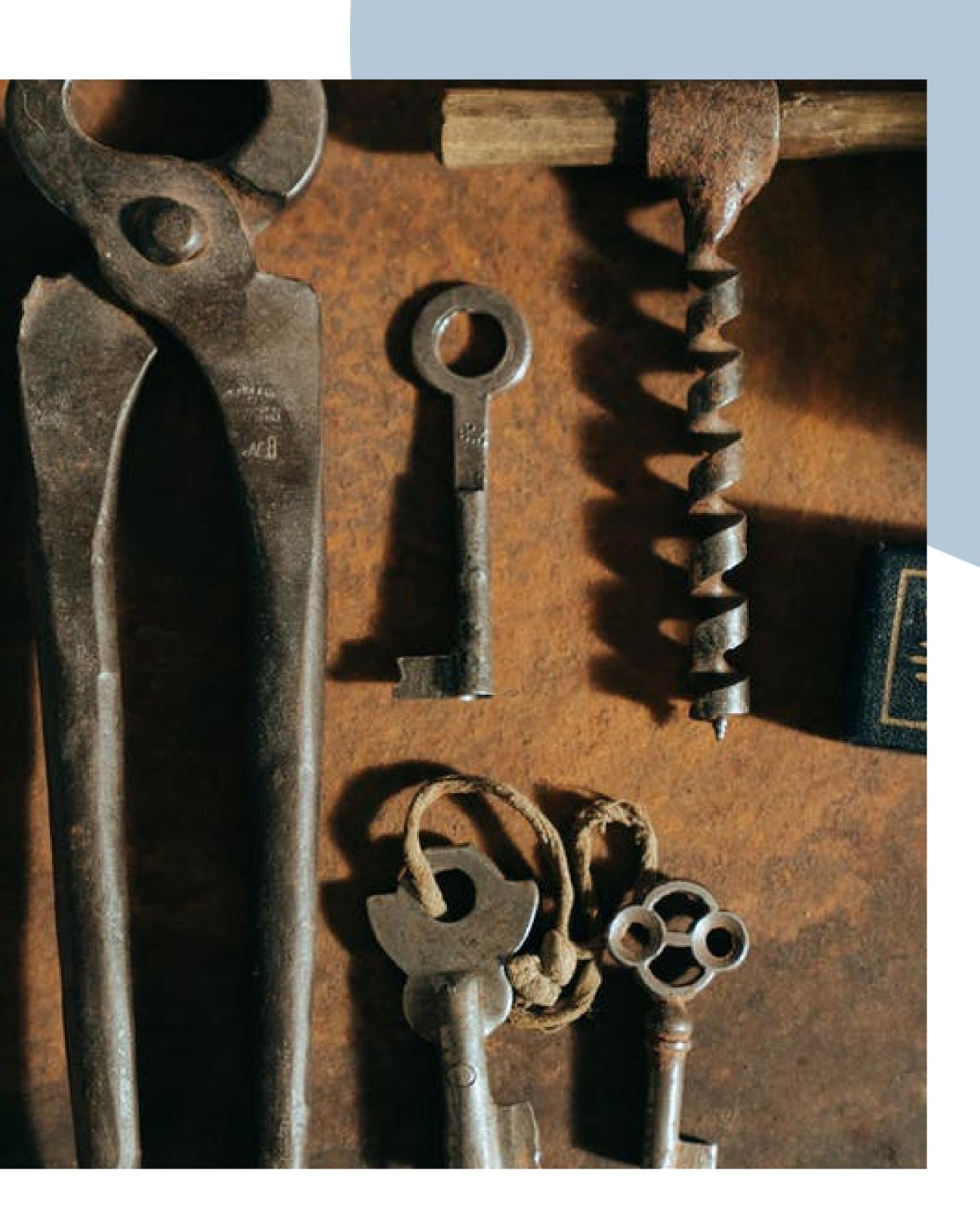






# DEFINE YOUR HR PROCESS

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 my come their way.

### TRAINING TOPICS

Interviewing
Performance Management
Corrective Action
Terminations
Harassment Prevention & Response

#### **TIMELINE**

#### 1 hour

Interested in booking a training?
I'd love to learn more about your needs. Set up a time to talk <u>here</u>.

# ACHIEVE THESE STRATEGIC OBJECTIVES

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

### 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

# 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

TIMELINE

4 - 6 weeks

Interested in learning more about this package? Book a time to talk with me <a href="here">here</a>.

# ACHIEVE THESE STRATEGIC OBJECTIVES

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

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

# 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-evalution, 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 <a href="here">here</a>.

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

# 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

#### TIMELINE

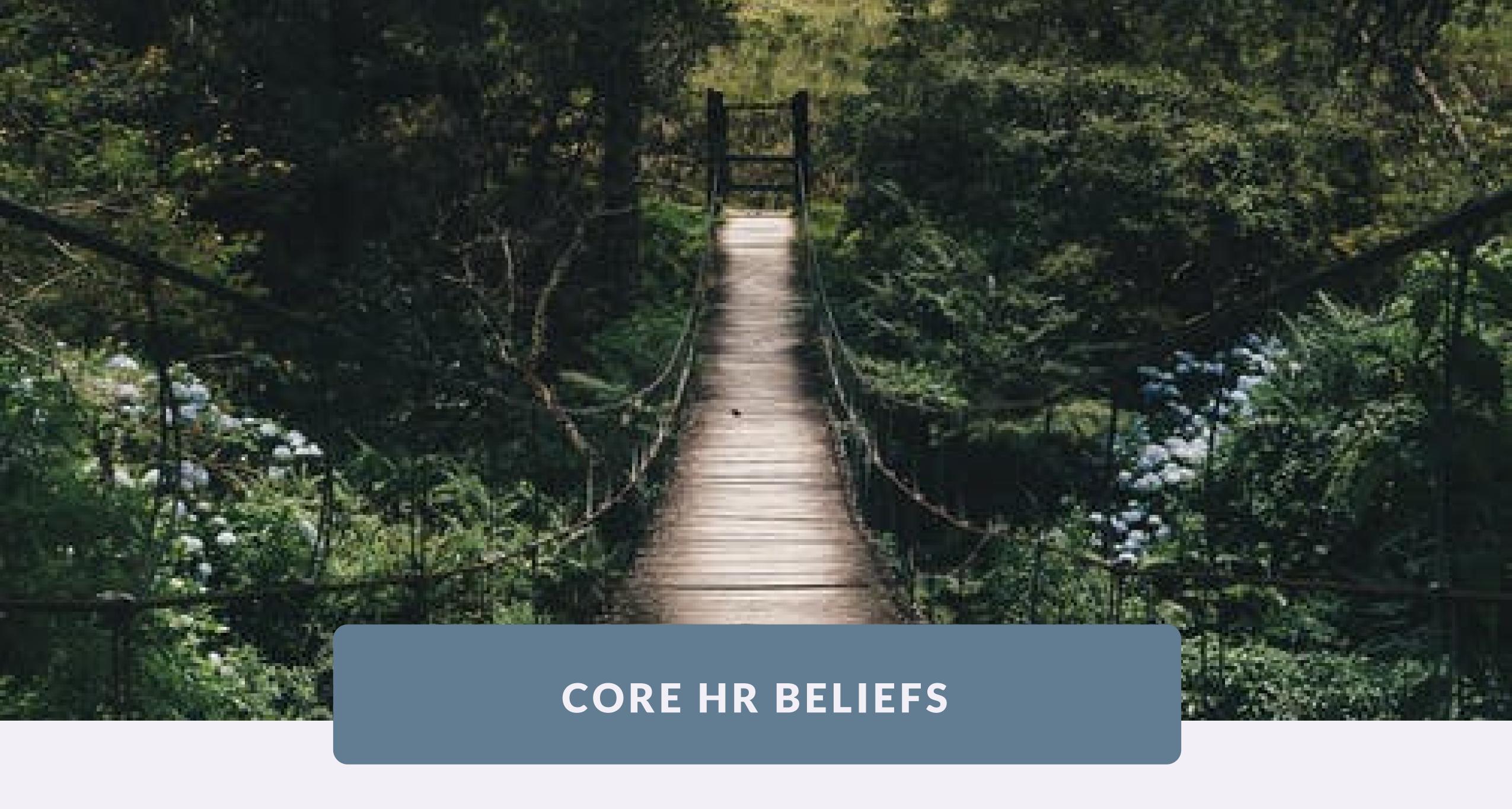
#### 3 months

Interested in learning more about this package? Book a time to talk with me <a href="here">here</a>.

# ACHIEVE THESE STRATEGIC OBJECTIVES

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

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





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

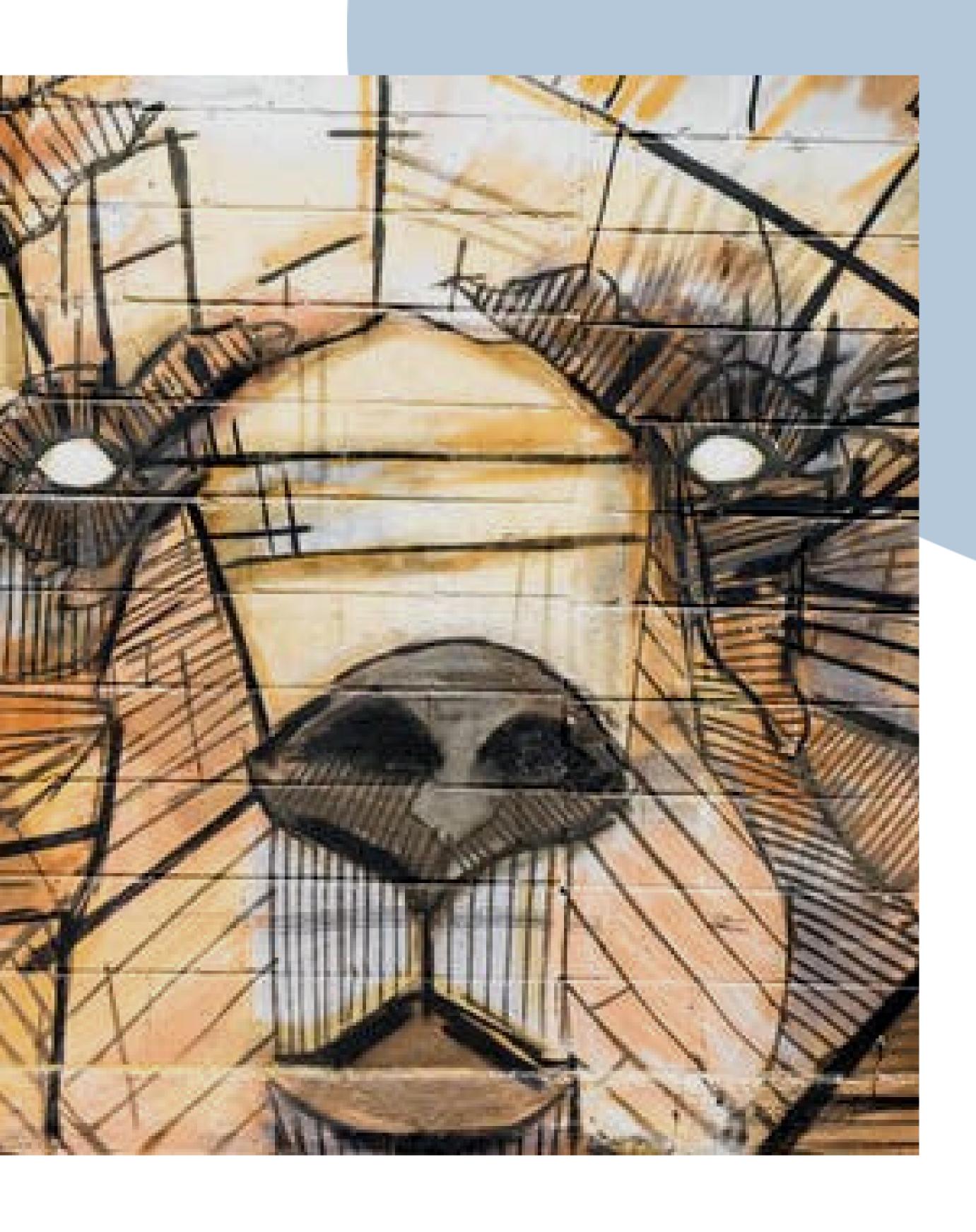
#### WANT TO CHAT?

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 pubic 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 <a href="here">here</a>.

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

# 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

# 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

Bay 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 <a href="here">here</a>.

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

Entrepreneur / Small Business Owner

CFO / Controller

Deputy Director / HR Director

CEO / ED

## 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 <a href="here">here</a>.

# TALK TO ME IF YOU ARE A...

Board Member

CFO / Controller

Deputy Director / HR Director

Departing CEO / ED

# Strategic Planning

#### FACILITIATION

Providing a well articulated and strategic plan for the future is one of the foundations of keeping employees around. Strategicl 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 <a href="here">here</a>.

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

**Board Member** 

CEO / ED

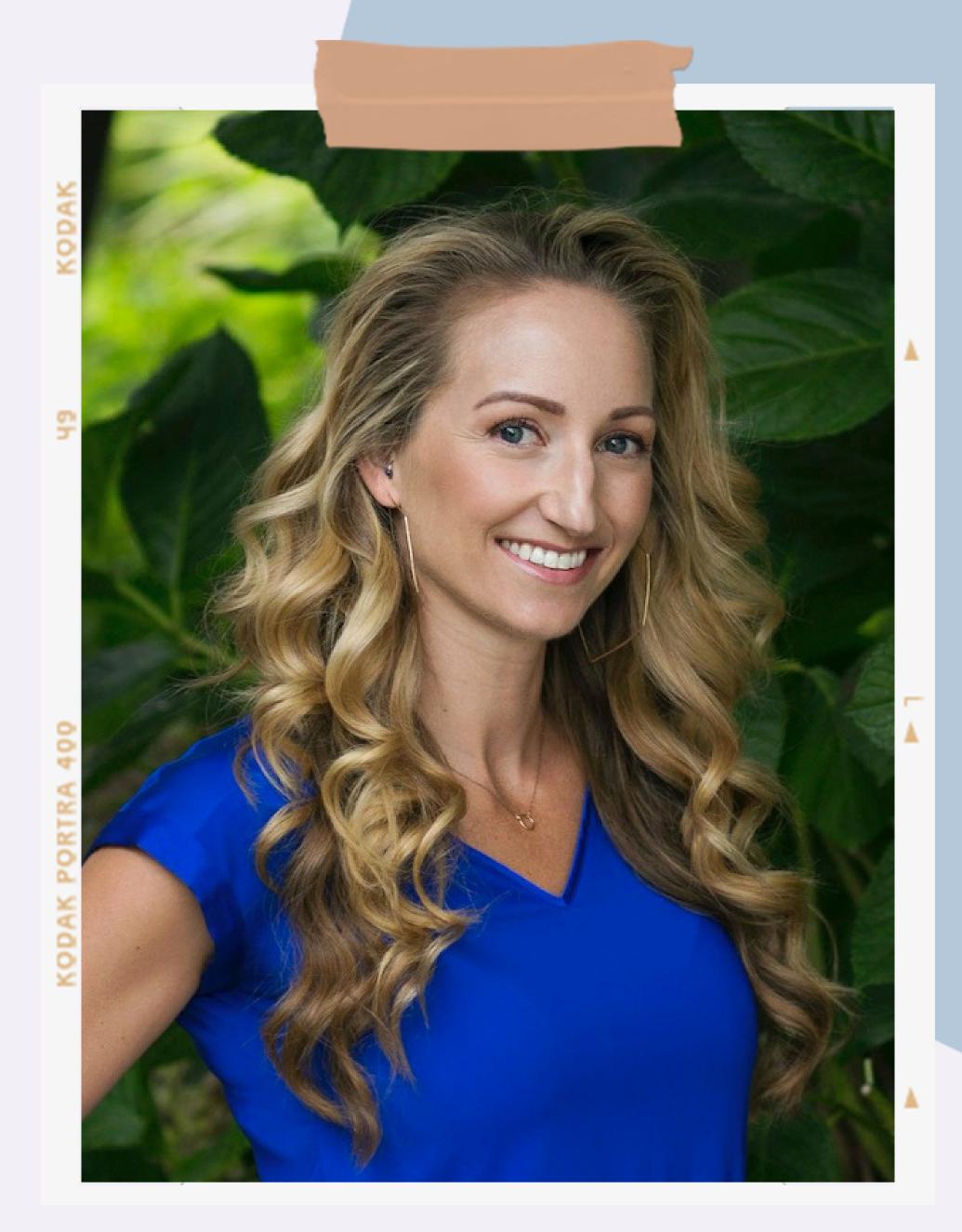
Deputy Director / HR Director

CFO / Controller

Entrepreneur / Small Business Owner

#### 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.

# 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