

COMPLETE HR SERVICES, LLC

We believe that a company's biggest asset, its employees, is the foundation for success. We have the experience, expertise, and passion to help you develop and deliver high-performance leadership skills training across all levels of management including: front-line managers, senior leaders, and executives as well as future leaders. Below outlines the process we will employ to provide your organization with customized leadership training.

Step 1: Pre-survey

All participants will be required to complete a short electronic leadership questionnaire. The purpose of this questionnaire is to understand the individual and organizational leadership needs. From here, Complete HR takes over as we move to the next step.

Step 2: Customized Leadership Program Development for the Organization

Within 7-10 days of completion of step 1, Complete HR Services will work to develop a customized plan based on number of sessions and time allotted. The customized leadership program will then be presented for approval to the organization's management team.

Step 3: In-Person Training Sessions

Based on the leadership program and the number of sessions selected, Complete HR Services will conduct interactive and engaging activities to compliment the concepts and strategies to build leadership skills within the team.

As part of this curriculum, all participants will complete the Kolbe Index. One of the greatest qualities of a leader is having self awareness which is why we like to utilize the Kolbe Index in the first session of the training. The Kolbe Index measures the conative part of the brain vs. the cognitive and affective parts of the brain which allows participants to better understand their "MO" in the decision making process.

Step 4: Follow-up and Follow-Through (Optional)

For current staff: To ensure that your organization's investment in leadership development continues with the current staff, Complete HR Services recommends hosting quarterly team building refreshers. These one hour interactive refreshers would occur with your staff in person and our team presenting virtually. All materials and supplies would be prepped and shipped to you ahead of time.

For new staff: As leaders change within the organization, often times the new leaders are not afforded the same learning opportunities. This is where Complete HR can bridge the gap and provide mini-leadership sessions covering the same topics, in a condensed amount of time to bring new staff up to speed.

Below outlines cost details for the above steps.

	Starter Leader Package	Intermediate Leader Package	Advanced Leader Package	Complete Leader Package
Number of In-Person Sessions	3	4	5	6
Step 1: Pre-Survey	Included	Included	Included	Included
Step 2: Customized Leadership Program Development for the Organization	Included	Included	Included	Included
Kolbe Index	\$55 per attendee	\$55 per attendee	\$50 per attendee	\$45 per attendee
Step 3: In-Person Training Sessions*	\$1350 per session	\$1350 per session	\$1300 per session	\$1250 per session
	Optional Package Add-ons			
1-on-1 Leadership Coaching Sessions 30 minutes each for up to 20 participants	\$450 per round	\$400 per round	\$350 per round	\$250 per round
Step 4: Follow-up and Follow-Through Current Staff-Quarterly Team Building	\$300	\$250	\$200	\$100
Step 4: Follow-up and Follow-Through New Staff-Mini Leadership Sessions including Kolbe Index	\$250/person	\$250/person	\$250/person	\$250/person

*All in-person sessions must be scheduled at least 30 days in advance to avoid additional costs.

Please let us know if you would like to discuss other training options such as a one-day trainings, half-day trainings, 12-week academy, etc. ***Don't see what you need? We can customize packages to the needs of your organization.***

For more information:

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