

# LEEPHR SERVICE OUTLINE

## Operations & Talent Management Strategy

---

### Company Description

LeepHR is a business management consultancy that helps CEOs grow and develop their teams with Talent Management and Operations Strategy.

### Our Mission

It is LeepHR's mission to develop business startups into structured organizations and scale them into 7-figure corporations, because every CEO deserves the chance to create generational wealth and leave a legacy for their family.

### Our Vision

Our vision is to become the leading reference for minority CEOs to staff, manage, and develop their teams for better scalability and business growth, in the next 10 years!

### Our Agenda

LeepHR values converting workers into business owners and developing their businesses to steadily increase the number of successful CEOs in minority communities and inspire change.

### Note

We view every engagement as the start of a long-term partnership, focused on delivering better effectiveness and efficiency for your teams and business overtime. Scroll down to view our process!





HEY CEOs!



# SERVICE PREVIEW

JUST FOR YOU!

## OUR SERVICE PROCESS

1. Identify your biz challenges, needs, and goals
2. Audit your staff & operations
3. Identify areas of opportunity
4. Develop a plan to help you overcome challenges & achieve goals
5. Help you manage new implementations and changes

## OUR SECRET SAUCE: Development Plans

Your biz has challenges for 1 or 3 reasons:

1. Holes or gaps in your operations
2. Clogs or jams in your operations
3. Something you need to stop or start doing

We follow a gradual development process to identify those reasons & create long-lasting solutions for CEOs:

### Learning.

First, we gather all the data we can to assess your biz needs & capture any patterns that will help reveal vulnerabilities or vacancies in your operations. **(Discovery)**

Once revealed, we move on to research & collect relevant information to tailor solutions to your unique biz needs. **(Research)**

### Planning.

We create actions steps & prioritize them to map out the strategies for your plan into a productive timeline with deadlines. **(Mapping & Organizing)**

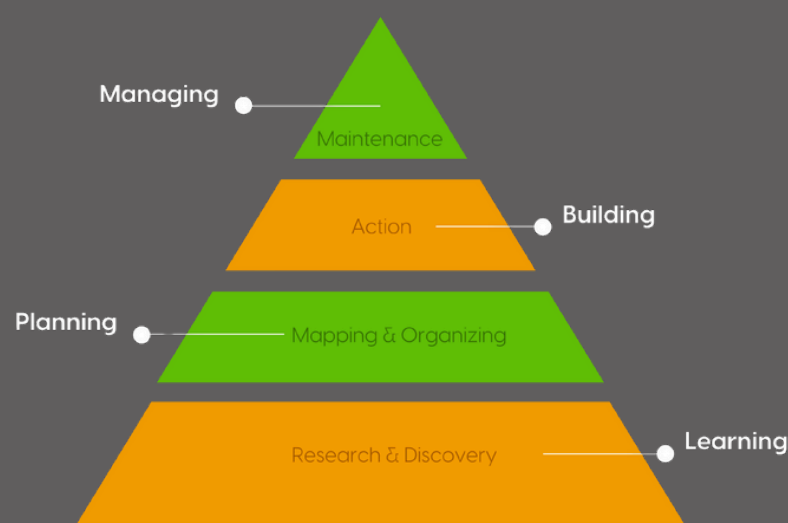
### Building.

This is where we take action on your plan. All data has been collected, strategies have been developed, and steps have been ordered and outlined. It's time to execute! **(Building)**

### Managing.

"CEOs this is where you breathe! You did it!" Operations have been reinforced, streamlined, and resolved of any vulnerabilities or vacancies. You can start to feel the relief of a smoothly ran operation and productive team. We will help you manage and sustain this new system, and even scale it once it starts producing more for your biz! **(Maintenance)**

## THE FOUR PHASES OF DEVELOPMENT



A CEOs PASSAGE TO STRATEGY

**SCHEDULE A CALL TODAY!**



"YOUR BIZ SOLUTIONS ARE ONE LEEP AWAY"



# INTRO TO SERVICES

## YOUR BIZ CHALLENGES

- **Burnt Out** & Overwhelmed From Workloads
- Not Getting Enough Work Done On-time
- Missing Deadlines
- **Not Happy** with Staffs' Job Performance
- Can't Retain Staff/ You Have High Turnover
- **Uncertain** of How to Train New Hires
- There's Too Much Work for Current Staff

## SOLUTIONS

- Track Employees' Job Performance
- Review Operational Processes & Workflows
- Develop a Workload Planning **Strategy**
- Rewrite Job Descriptions
- Rename Job Tittles
- Create Staffing & Training Programs
- Create Performance Management Program

## BARRIERS

- Underperforming Team Members
- Poor Management Practices
- Lack of Strategy or **Knowledge**
- Insufficient Management Practices

## OUR SERVICES

- Workforce Planning & Staffing Strategy
- Recruiting & Training
- Performance Management Coaching
- Talent Development
- Operational Development
- Organizational Development
- Employee Relations & Retention Planning

## BENEFITS

- Hire the Right People For the Job
- Teach New Hires Effectively On Your First Attempt
- Work With Reliable **Super Teams**
- Have Full Control of Operations with **Streamlined** Systems & Routines
- Grow With Your Business & Stay Ahead

## THE GOAL

Develop effective teams and productive work environments that complete more work in less time.

LEEPHR

# BREAKDOWN OF SERVICES

## WORKFORCE PLANNING

- Staffing Design
- Job Role Outlines & Descriptions
- Org Charts
- Compensation Research
- Payroll Budgeting

## RECRUITING

- Job Ad Posting Strategy & Budgeting
- Timeline & Deadline Scheduling
- Interview Structure & Process Strategy
- Selection Method Strategy

## TRAINING DESIGN

- Learning Styles & Training Method Strategy
- Training Material Design
- Training Schedules & Itineraries
- Training Assessment Strategy
- Testing Period Scheduling

## TALENT DEVELOPMENT

- Professional Development Programs
- Staff Deployment Strategy
- Career Development Strategy
- Leadership Development

## PERFORMANCE MANAGEMENT STRATEGY

- Performance Measurement Outlines
- Key Performance Indicator Utilization
- Performance Metric Guideline Documents
- Performance Reports and Tracking Systems
- 1-on-1 Meeting Structures & Strategy
- Disciplinary Process & Reward System

## WORKLOAD MANAGEMENT STRATEGY

- Workload Planning Strategy
- Team Scheduling & Assignment Guides
- Time Management & Planning
- Productivity Tracking & Monitoring

## ORGANIZATIONAL DEVELOPMENT

- Strategic Planning & Development
- Process Improvement
- Change Management Coaching

## EMPLOYEE RETENTION

- Employee Relations
- Retention Programs
- Workplace Climate & Culture

# CUSTOM PRODUCTS

## EMPLOYEE PROGRAMS

- Staffing
- Training
- Performance Management
- Talent Development
- Employee Retention

## DESCRIPTION

Custom programs created for businesses to implement with their teams. Most CEOs don't have playbooks in place for staffing, training, and other employee management processes. We create custom systems for you to confidently manage your teams where you need it the most.

## SERVICE OUTLINE + BRAND PURPOSE



# BACKGROUND

## EDUCATION

- Bachelors of Science
- Florida State University
- Business Management
- Concentration in HR
- May 2017

## RELEVANT EXPERIENCE

- 5 Years in Recruitment & Talent Acquisition
- 7 Years in Leadership: Operations, HR, and Sales Management
- 5 Years in Retail Department Management
- 2 Years in Supply Chain Management
- 10 Years in Human Resources

## ASSOCIATED TASKS

- New Hire Orientation, Onboarding & Training
- Performance Coaching & Talent Development
- Budgeting & Managing Team Schedules
- Workload Planning & Productivity Tracking
- Generating Sales & Performance Reports
- Reporting Sales Benchmarks & Performance Data
- Coordinating Disciplinary & Termination Processes
- Coordinating Employee Retention Programs

# CAREER HIGHLIGHTS

LEEPHR

### Senior HR & Finance Assistant JCPenney Supply Chain

Resolved a \$200,000 payroll deficit by backtracking and auditing 6 months payroll records in excel.

### Staffing & Performance Management Specialist NGA HR, Alight company

Designed custom excel macros to organize data from mass downloads for performance reports and merit plan imports.

### HR Partner Amazon

Designed a regional leadership training program for Supply Chain Operation Managers to improve team management strategies.

### Operations & Sales Department Manager JCPenney Retail Stores

Achieved an annual sales increase of 9% from -6% to 3% within 7 months, between February & October, and a total 12% increase for the fiscal year.

### Associate Business Consultant Kognitiv IT Services

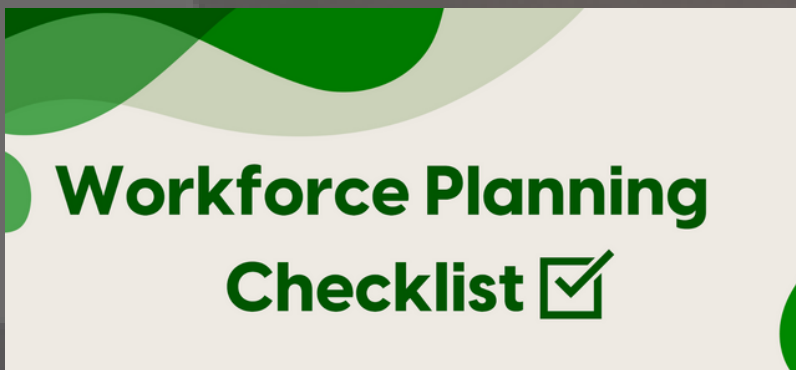
Configured merit plans and bonus program automations and security groups via Workday

Configured Workday reports for learning course completions and employee records

### Business Management Consultant Telemaque Creative Agency

Created a workforce plan and org chart to outline staffing goals. Hired an Executive Assistant & Sales Assistant to support the CEO partners.

# WORK SAMPLE



This staffing guide prevents you from hiring prematurely and skipping necessary steps in the staffing process!

[Download Your Checklist Here!](#)

TROY SUDEALL | OPERATIONS & TALENT MANAGEMENT STRATEGIST

LEEPHR





# WHAT DO YOU WANT FOR YOUR BIZ?

EFFECTIVE TEAMS

SMOOTHLY RAN SYSTEMS

OPERATIONAL BUDGETS

LOW TURNOVER

PRODUCTIVE WORK ENVIRONMENTS

## FACTS

Employees are the backbone of every business.

- The better they are managed, the better your business will run and grow

Here are 3 ways to retain employees:

- Pay them their value at or above market levels
- Invest in their professional development
- Engage them regularly & create a safe work environment

Here are 3 ways to train employees:

- Pay them their value at or above market levels
- Invest in their professional development
- Engage them regularly & create a safe work environment

## OUR AGENDA FOR CEOs

We aim to empower you to feel confident while:

- Staffing your business
- Managing your team
- Making strategic decisions to grow your business

We will help you:

- Map out a staffing plan
- Attract, hire, develop, and retain top talent
- Strategize new business initiatives to scale your biz

We want to scale your business in this order:

1. Structure & develop your staff
2. Streamline your processes & increase your productivity
3. Strategize sales development, talent development, and succession planning.

## STATS

# 92%

of entrepreneurs identified Talent Management (Productivity & Turnover Issues) as their top priority!

# 61%

are stuck in paralysis and have not taken the first step to change their strategy for managing talent.

-PWC SURVEY

## REMINDER FOR YOU

“THE SECRET OF GETTING AHEAD IS GETTING STARTED”

-MARK TWAIN

## COMMON CEO FEARS

Attracting and Retaining Top Talent

- Wrong Hire Selections
- High Employee Turnover
- Wasting Payroll Dollars
- Overspending on Recruiting

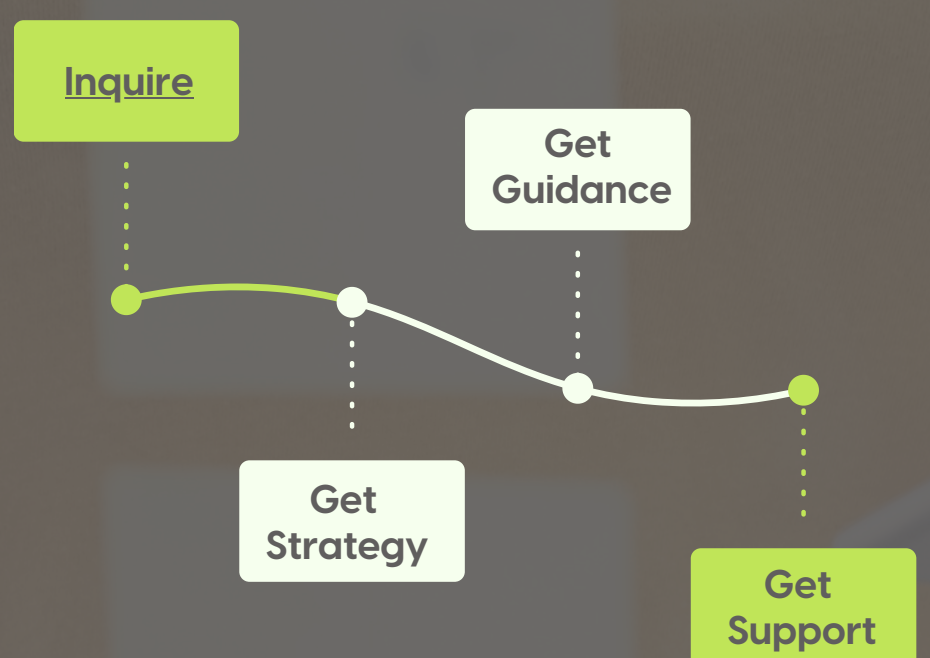
Aligning Talent to Company Strategy

- Low Opportunities for Internal Promotion
- Added Pressure to Find Outside Talent for New Leadership Roles

Managing Organizational Change

- Overextension of Allocated Time, Money & Staff
- Increase in Employee Overwhelm & Disengagement
- Decline in Employee Morale & Productivity

## OUR SIMPLE PROCESS



“WE HAVE THE STRATEGIES & SOLUTIONS”



FREE INQUIRY



TAKE THE LEEP



SCHEDULE A  
CALL TODAY!



“YOU DESERVE ANSWERS!”

LEEPHR.COM



Troy Sudeall

Welcome! Please add an event to my calendar to discuss your business challenges.

**Free Inquiry**



Ask questions to gain clarity and move forward.

**Strategy Call**



Virtual Consultation to discover critical actions and objectives required to overcome your business challenges.

**Work Session**



Intensive 2.5-hour session to dive into your systems, review your strategy, walk through processes, carry out tasks, and address barriers to a specific business need...

**VIP Day**



Intensive 6-hour session to analyze business data, create growth strategies, and overcome challenges for a select list of business needs.



Strategy Call

and move forward.

Virtual Consultation to discover critical actions and objectives required to overcome your business challenges.