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| Bandura+ |
| Proposal for HR Development and Strategy |
| Document Developed Especially For: |

6/25/2014

Dear Mr. Smith

I would like to personally thank you for the opportunity to work with your organization on such an exciting project. What we have learned over the past few meetings has helped us build a plan that is going to be a great opportunity to help both of our businesses. The potential I see in your business is remarkable, and I want to commend you on the work you have done to grow it to the status it is today.

The enclosed proposal describes the process we intend to follow to help you take your business forward faster, and allow you to leverage a fully engaged workforce for years to come. I want you to know that I am personally going to be involved in all aspects of this partnership along with my colleagues at Bandura+.

Again, Thank you for the opportunity and we are looking forward to working together.

Warm Regards,

Lonny Geiman

Director of Business Development

*Bandura+* ***would like to partner with your company to achieve and maintain a “5-Star of Business Excellence” rating. This will position the business to grow and become measurably more productive in parallel.***

**The Key Areas of Focus for this Project:**

* Protecting the Business from Employment related liability
* Improving the Strategic Roadmap and developing growth and succession planning
* Creating, leveraging, and maintaining an engaged workforce
* Training Employees to take on roles as leaders, managers and coaches.
* Recruiting and on-boarding new employees that fit in the newly improved culture

**Step 1: Protecting the Business**

* 1 Day assessment of current Human Resource practices.
  + Develop a risk profile based on HR Assessment Results
  + Develop a roadmap to compliance plan
  + *Execute the plan with existing personnel*
  + *Regular internal audit of processes and practices as required based on number of employees and business complexity*
    - *The items above are based on the 1 day assessment and will be quoted separately from*

**Step 2: Improving the Roadmap**

* Create SWOT analysis for your business
* Create 5 year plan
* Develop Succession/Contingency Plans
* Identify Key Growth Areas
* Develop Plan to Execute
* Craft Internal Communication
* Audit Roadmap at regular frequency with Key Managers

**Step 3: Employee Engagement**

* Conduct baseline Employee Engagement Survey
* Utilize Post Survey Results for employee interviews and goal-setting
* Provide Manager feedback about each session
* Coach Employees and Managers on how best to achieve workplace goals
* Regularly audit success of program for the individual, the manager, and the company

**Step 4: Creating Leaders**

* We set up a 3-way visit between ourselves, the employee and supervisor. We create a setting for supervisors to learn on the job how to best communicate, coach and motivate their employees
* We train the manager on improvement of communication skills and listening skills.
* We train managers to build employees up, improve employee strengths and action steps to correct poor behaviors.
* We teach the value of consistent coaching for growth, recognition and trust between employee and supervisor.

**Step 5: Recruiting the Future**

* Leverage Organizational knowledge to create proper candidate criteria
* Interview Prospects
* Follow Up on References
* On-Boarding consists of goal-setting to stay consistent workforce progress
* Help assimilate new employee with the team