



Culture Works
purpose ▶ people ▶ process

CULTURE OPERATIONS PACKAGE

A fractional HR partnership focused on the strategic, reactive, and integrated impact for your **Culture Accountability**, **Culture Operations** & **HR Operations**

PURPOSE

Serving small to mid-sized businesses that want an extended Culture, Talent and/or HR partner and team. We provide hands-on service, support, and strategy through a focus on **Culture Accountability**, **Culture Operations**, and **HR Operations**. We integrate to learn the business, the team and build a culture success roadmap that makes sense for the company's lifecycle and purpose or vision.



PEOPLE

Our fully integrative packages provide an experienced Dedicated Team Member (DTM) that integrates to build and execute GamePlans as your change agent. The DTM assigned is based on focus areas, the level of integration, and the commitment needed. There is a Consultant of Service Team excited to integrate and assist, either providing reactive support or as an assigned Committed Team Member for special projects or functional ownership. Basic packages are available but do not have assigned team members, roadmaps, or plans.

PROCESS

Our team can operate and integrate as much or as little as the level desired. We collaborate to create and implement custom GamePlans in the areas of Culture Accountability, Culture Operations, and HR Operations to drive results and impact as an extension of your team. We provide solutions, best practices, and change management through integrative execution. We want to help you build for your future while supporting your day-to-day HR stakeholder, Middle Management and Leaders, and Owner Operators.

VALUE | EXPERIENCE | RESULTS

 	
Greatco Quarterly Game Plan Time Period: August 2022 - October 2022	
CULTURE WORKS TEAM	Consultants of Service Team 760.334.4094 COSTeam@cultureworkshr.com www.cultureworkshr.com Dedicated Team Member Sabrina Vorch HRBP 760.334.4094 sabrinav@cultureworkshr.com Committed Team Member Simone Jones HRG 760.334.4094 simonej@cultureworkshr.com
GREATCO TEAM	Client HR Owner Laura Jones HR Manager 619.123.4567 ljones@greatco.com Client Leadership Owner James Smith Chief Executive Officer 619.123.4567 jsmith@greatco.com
FOCUS AREAS	Culture Accountability <ul style="list-style-type: none"> Finalize Culture Playbook creation Partnership, support and accountability for the monthly newsletter Wrap-up the management team 2022 Learning & Development Series Tri-annual Employee Pulse Survey in September and results review Start 1:1 Leadership Coaching for production supervisors and middle management Culture Operations <ul style="list-style-type: none"> Continuation of Phase 1 of Dvele's Performance Success System (PSS)- job description and job ads Revisit adoption of Phase 2 in Dvele's Performance Success System (PSS)- new hire onboarding and integration Revisit adoption of Phase 3 in Dvele's Performance Success System (PSS)- performance managements Quarterly Culture Event (Teambuilding) Monthly Teambuilding for production supervisors Revisit hiring practices and interview questions to better identify role and value alignment HR Operations <ul style="list-style-type: none"> Confirm wage & hour compliance on Production Bonus pay statement
TEAM SESSIONS CHECK-INS	<ul style="list-style-type: none"> Weekly meetings: James, Laura, Sabrina, and Simone Weekly meetings: Laura and Sabrina Client success meetings: Culture Works and James Collaboration sessions as needed

"At Culture Works we align purpose to operationalize culture with your people."

Kristi Pastore

CONTACT US



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FRACTIONAL **HR** FOR SMALL & MID-SIZE BUSINESSES

ATTRACT.

ENGAGE.

RETAIN.

CULTURE ACCOUNTABILITY

VALUE-ALIGNMENT +ROLE-ALIGNMENT

We create culture accountability through 1:1 coaching, leadership training, learning & development programs, and team building.

- Supervisor and Manager Training
- Company-Wide Harassment Training
- 360 Reviews
- 1:1 Coaching
- Leadership Development
- Team Building
- Career Pathing and Succession Planning
- Company Core Values Evolution | Revamp
- Culture Success Roadmap
- Workstyle Assessments (DiSC, EQ, Gallup CliftonStrengths, etc.)



CULTURE OPERATIONS

PUTTING CULTURE INTO ACTION.

That's what operationalizing culture means. Putting processes in place so your people know your purpose and elevate performance.

- 30-60-90 Day GamePlans
- Recruiting Process
- Performance Reviews (we call these Performance Success Systems)
- New Hire Onboarding and Orientations
- Culture Operations Playbook
- Job Ads
- Culture Pulse Surveys

HR OPERATIONS

FRACTIONAL & INTEGRATED HR SUPPORT.

We help you manage everything from compensation to compliance, org charts to onboarding (& more).

- HRIS and ATS System Implementations or Integrations
- Talent Attraction and Strategy
- Workers' Compensation Claim Assistance
- Organizational Charts
- Job Descriptions
- Compensation Planning
- Workforce Planning
- Performance Management
- Employee Handbook Policy and Procedures
- Onboarding and Separation Workflows
- Leaves of Absence
- HR & Employment Law Compliance

