

## HR and staff management

- Recruitment and retention
- Employee handbook creation/revision
- Director/admin/staff reflective supervision
- Leadership personal development
- Staff engagement
- Staff performance management
- Implementing data systems for efficiency

## Program planning

- Health and safety policies, procedures, and practices
- Short and long term strategic planning
- Programmatic decision making and implementation
- Operational and systematic process
- Communicating program changes to stakeholders

## Fiscal management and evaluation

- Certified financial reviews
- Budget analysis
- Funding stream education and management
- Payroll taxes
- Program administration scale
- Data management and reporting
- Financial system choice and utilization

## Pre-licensing/opening support

- Walkthrough coaching
- Rules and Regs guidance
- Considerations for financial sustainability
- Start-up budget assistance
- Funding and program considerations

## Community and family engagement

- Policy and advocacy awareness
- Community engagement for staff
- Parent/teacher committees
- Board structure and management
- Community partnerships and resources for family needs

Use Quality Improvement (QI) hours, QI dollars, or the following rates are available:

### Consultation/Coaching

\$150.00 / hour - \$175.00 / hour

### Training Workshops

Standard training  
\$150.00 / hour - \$175.00 / hour

Custom training  
\$250.00 / hour - \$288.00 / hour

Post-training support  
for participants  
\$50.00 / hour - \$60.00 / hour



Your coach/consultant or training organizer will work with you on establishing the best format to meet your program's unique needs.