

Preliminary Consulting Proposal

Sarah Poet for _____

Introduction

As an employment law firm, it would be incredibly important to take measures to gauge employee satisfaction and culture at your own firm. Any workplace has their company policies, handbooks, and other hard materials that state objectives for how business is done.

And then, there is how people actually feel at work, their perceptions of how they are treated compared to their colleagues, the values they perceive run the company, and how unspoken power differentials impact the workplace.

The importance of these softer, less obvious aspects of culture can not be understated, as they drive employee retention and whether or not people want to come to a workplace at all, let alone invest their energy, values and care into it.

Hello, I'm Sarah Poet, M.Ed. I provide culture and equity consulting from a relational point of view with the goal of improving culture and making a business future-ready.

A former school founder and leader, my consulting work was built through a genuine desire to help people address what seems difficult to pinpoint, for the betterment of the whole. I am adept at identifying unspoken dynamics and addressing them innovatively, creating cultures of trust, and doing this differently than standard HR.

Please browse this preliminary proposal and know that discussions can take place to amend this to best fit your needs prior to signing.

Objectives:

I look forward to identifying specific objectives with your team. Here are some examples.

- Increase employee satisfaction.
- Decrease staff turnover & attrition.
- Increase client satisfaction.
- Identify any gender-related issues that are currently unspoken and address them.
- Support the leadership in addressing findings of the culture assessment.
- Identify and address employee needs.
- Create a culture of safety, approachability and collaboration.

Approach & Proposed Schedule:

To the best of my current knowledge, I propose the following:

Phase	Description	Length of time	Investment
Phase 1	<ul style="list-style-type: none"> ● Interview all partners ● Based on interviews, Sarah will survey all employees and collect data around employee satisfaction and major cultural indicators ● Sarah may interview up to 8 additional employees ● Sarah will compile the results of the surveys and interviews into an audit summary and present to partners ● Team decides on next actions 	3-5 weeks	TBD Range \$250-350/hour
Phase 2	<p>Implement approved solutions to findings in Phase One. Could include:</p> <ul style="list-style-type: none"> ● Sarah conducts Senior staff professional development ● Staff mediations as needed ● 1:1 coaching with any key members of leadership ● Implementing new cultural practices ● Set up systems for safe reporting of an issue before it escalates or an employee leaves ● Collaborating with a hired HR firm to update company documents 	1-4 months	TBD Range \$250-350/hour
Phase 3	<p>Sarah is potentially kept on retainer for:</p> <ul style="list-style-type: none"> ● Ongoing consulting support ● Staff professional development implementation ● Staff coaching 1:1 ● Listening to staff complaints and relaying sentiments and suggestions to all members of leadership (goal of preventing escalation or attrition) ● Collaboration with HR ● Mediations ● Executive coaching 	After phases one and two, on an ongoing monthly basis.	TBD. Example: \$3000/month for up to 15 hours of service.

* Cap of 25 hours/week. The duration of the phase will be shorter or longer depending on the hours per week.

* This 25 hour cap can be removed if I spend a week traveling to be at the firm to work full time.

* Reports and accountability schedules TBD based on the needs of the firm.

Additional terms:

1. One free consultation with decision makers is available prior to the start of Phase 1.
2. This proposal expires 3/15/24, at which time it would need to be re-requested.
3. The firm may request on-site visits. All travel arrangements and expenses are the responsibility of firm.
4. Team agrees to collaborate openly and honestly with Sarah and to know that you're in good hands. When we sign, I invest myself wholeheartedly into helping you achieve your goals.

Thank you for taking the time to read and consider this proposal. Please email sarah@sarahpoet.com for next steps.

Signatures: TBD
