

# successtrek<sup>®</sup>

## SERVICES

Business success is directly connected to the happiness and productivity of employees. Let **Success Trek** be a part of your plan to keep your people performing at top levels.



### IMPROVED BUSINESS OPERATIONS

#### Strategic & Tactical Planning

We help keep your business operations organized. We align your Tactical Plan to the Strategic Plan and document the timeline and tasks to be done.

#### Organizational Structure

We will help you design an organizational chart that improves team performance and collaboration.

#### Project Management

We help you break down complex projects, making them more manageable and help to keep your project on track.

#### Implementation Support / Change Management

Our unbiased view helps your team move through change by identifying and overcoming barriers during the implementation phase of your project.

#### Succession Planning

Our Our team helps you achieve the goals of knowledge transfer, retention of high performers, opportunities to promote from within, and emergency preparedness.



### EMPOWERED LEADERS & TEAMS

#### Individual and Team Performance Coaching

Through one-on-one coaching, and/or discussion among teams, we work alongside leaders, managers, and HR professionals.

#### Training / Education Workshops

We provide a variety of workshops and presentations to help educate and strengthen the skills and abilities of your leaders and teams.

#### Orientation / Onboarding Programs

Our team will work with you to update or create documents related to New Employee Orientation and Training schedules.

#### Peer Learning / Group Coaching

We offer in-person and video conference sessions. Our guided program focuses on goal setting (personal & professional), skill-building, and accountability.

#### Leadership Development

Customized coaching in time management, decision making, communication, and other leadership skills.

#### “Ask The Coach” Program

Conducted via video conference or phone, participants present their pressing questions so that the coach can provide tips, tricks, support, and guidance for quick implementation.



### STRENGTHENED WORKFLOW PROCESS

#### Process, Procedure, and Training Documentation

We work with subject matter experts to map workflows, create infographics, guides and other materials to support training and performance measurement.

#### Continuous Improvement & Lean Practices

We work with our clients monitoring and course correcting when roadblocks/workplace issues affect implementation.

#### Individual and Team Work Session Program

The individual or group approach accommodates the time needed to take action, debrief, refine, and course correct in between each work session(s) at a deeper level.

INSPIRING ACTION AMONG LEADERS AND TEAMS

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