Thanks for your interest in

The Team Solution Series

We take your time very seriously and don't believe in wasting one second. If you're interested in scheduling an interview, visit our website. Below you'll find everything you need to get familiar with *The Team Solution Series*.



Who The Series Is For

Overwhelmed business owners and HR teams in need of effective methods that will improve team engagement, communication, and culture.

As a small business owner, you know your team is the most important asset to your company. You seek strategies that will grow your team and your profit.

THE MYTH: The Team Solution Series

- I don't have time for new processes.
- I'll just work through these HR issues as they arise.
- If I don't have an HR team, I don't need HR processes.

THE FACTS: *The Team Solution Series* provides systems, tools, and strategies

- for efficient hiring saving your time, money, and resources.
- that will set your new hire up for success and protect your investment.
- to increase employee retention while creating a culture that lasts.
- allowing for a smooth transition upon employee exit.

THE TEAM SOLUTION SERIES

HR Coaching to Grow Teams and Profit

The Team Solution Series will guide you and your team through the employee journey— from creating a job description to an employee's last day. This series provides **simplified processes** to implement efficient HR practices for your small business.



Amanda J. Painter and Brenda A. Haire deliver effective methods that will improve team engagement, communication, and culture, and in return, you will see positive results to your company's bottom line.

The Team Solution Series provides systems, tools, and strategies

- for efficient hiring saving your time, money, and resources.
- that will set your new hire up for success and protect your investment.
- to increase employee retention while creating a culture that lasts.
- supporting a smooth transition upon employee exit,

Each book includes tools to assist you with implementation.

Download your

FREE Toolboxes

The Joy of Pursuit.com



Amanda J. Painter is Co-Founder and CFO of Joy of Pursuit. She and business partner, Brenda A. Haire, create and simplify systems for individuals and small businesses so they save time, energy, and resources while finding joy in the pursuit.

Connect at The Joy of Pursuit.com

What Business Owners Are Saying

"Amanda and Brenda have remarkable gifts and abilities to see the big picture and then organize and implement a strategic plan to get there."

-Tyler Wagner, Founder of Authors Unite WSJ Bestselling Author

"Build a successful team (and company) utilizing this series. Amanda and Brenda have broken down an overwhelming process into clear steps anyone can follow."

-Justin Donald, Investor, Entrepreneur, Podcast Host, and Author of the #1 WSJ and USA Today Bestseller, The Lifestyle Investor



Sample Interview Questions

Sound like a pro, even if you haven't read the book yet.

- 1. In 60 seconds, tell me what The Team Solution Series is about.
- 2. Who did you write these books for?
- 3. Are these workbooks or strictly informative?
- 4. What is the greatest hurdle most employers face regarding the employee journey?
- 5. When is the best time to start the hiring process?
- 6. What are some of the pitfalls of onboarding?
- 7. How does company culture affect employee retention?
- 8. Why is an employee exit process needed?
- 9. How have your experiences influenced this book series?
- 10. How will you define success for this book series?
- 11. Will this system help during the "Great Resignation?"

We commit to making you shine and focusing on your audience.

We are deeply honored by your interest for an interview. We are committed to making you the hero and your audience the focus during our interview. We're here to serve you, not the other way around. We know that if we do our job well your audience will feel valued. Here are a few topics that may be interesting to your audience:

- How to make wise hiring decisions that protect your team.
- Why your team is the best investment you can make.
- How to create a collaborative team-approach to hiring.
- Use easy-to-implement tools to make hiring more efficient and successful.

We've created this online media room to make your job easier. If you need anything else, please email us at simplify@thejoyofpursuit.com.

Unless otherwise directed, we'll be sharing our interview on our social media. This coverage includes:

Brenda's Facebook Author Page, Instagram, and LinkedIn.

Amanda's LinkedIn.

Joy of Pursuit on <u>LinkedIn</u>, <u>Instagram</u>, <u>Facebook</u>, <u>Twitter</u>, <u>Pinterest</u>, and the company's <u>website</u>.

Meet The Team Solution Series Authors



Co-founder and CFO of Joy of Pursuit, Amanda J. Painter is an author and business finance and Human Resource consultant.

Amanda is known both personally and professionally for her consistency, clarity, and commitment. Her grace-given gifts of practicality and focus allow her to keep an accurate perspective in life and business. She is level-headed and gives attention to the necessary priorities without distractions slowing her down. Amanda is an action-taker with a well-thought-out plan of attack in hand.

Throughout her work history, Amanda has frequently been known as the most dependable team member. She began her career with numbers and finances but grew to discover a passion for the people-side of business with Human Resources. She has a talent for identifying uniqueness in others, encouraging them to know their worth and abilities, all while gracefully holding them accountable for their actions.

Despite years of working for a publishing company, Amanda never thought she would be an author. She is now a four-time published author with an entire series for small businesses. The Team Solution Series: HR Coaching to Grow Teams and Profit provides more than ideas—the books are full implementation plans to guide you and your team through the employee journey. The content blends Amanda's unparalleled organizational skills with her knowledge of HR practices. Her exceptional ability to improve efficiency and processes in organizations will serve countless small business owners and strengthen their teams.

Amanda and her two children live at the foothills of the Smoky Mountains in Tennessee. She enjoys hiking with her kids, cooking, and gardening, especially cultivating flowers. She's known for having some of the most beautiful blooms in town. One of the greatest joys of her life is watching her children grow and guiding them to pursue their passions.



Co-founder and CEO of Joy of Pursuit, Brenda A. Haire is an author, keynote speaker, workshop leader, and a purpose, process, and publishing consultant.

Brenda has had over forty jobs and has been working since she was twelve. She's never been fired and is not ashamed of her work history. Brenda always worked her way up, out, and on to the next adventure. Many see this as risky and call her fearless. She would tell you that fear was always a factor, she just chose faith instead.

After being told she was a nobody by a publisher, Brenda struggled with her identity as a writer. Not one to give up, she pursued her dream and released her first book, Save the Butter Tubs!: Discover Your Worth in a Disposable World. Brenda was hired by her publishing agency immediately after her book was released, and she went on to become the president of the company.

An entrepreneur at heart, once again she left on top, and now a six-time author in Christian nonfiction, Bible studies, and business, she uses her experience to serve individuals and small businesses around the world to identify their purpose, simplify their processes, and publish their messages. Her passion is awakening the grace-given gifts in others to amplify JOY in their business and life pursuits.

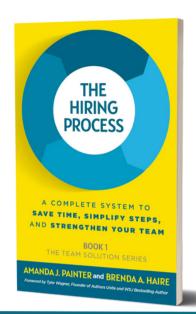
Her core philosophy on work and life is this: *Knowing your worth changes everything.*

Brenda and her hubs (as she lovingly refers to him on social media), Darren, are both military veterans. They enjoy hiking and chasing waterfalls across the United States and live in Texas with their beautifully blended family and their loyal Jack Russell, Maggie.

Quotes from: The Hiring Process

Please use with credit to Amanda Painter, Brenda Haire, or the book itself and use the hashtag #thehiringprocessbook if posting to social media.





"The hiring process is vital to business success and worth the time and energy to develop."

"Accuracy in the Job Description contributes to employee retention, saving you valuable resources."

"Once developed and implemented, this system will save you time and resources and help you achieve long-term employment success."

"Keeping communication front of mind during hiring will result in a people-focused mindset instead of a fill-the-vacancy mindset."

"When titling the position, use a title that does not diminish the role, responsibility, or the individual accepting the position."

"If you're ready to implement a clear hiring system, *The Hiring Process* will be your guide along the way."

"Hiring should be a collaborative effort."

"The success of all organizations is dependent on its people."

"Expectations go both ways on a Job Description."

"You need a strategy that will streamline the process and a set of tools to provide consistency and clarity for informed hiring decisions."

"Keeping the Job Description tight and to the point will increase the volume of applicants."

"Team communication begins *before* you hire. You cannot assume expectations will be met if they are not properly communicated."

"It's vital to know what questions NOT to ask during an interview."

"Technology and free online tools make the options for how you assess the candidates' skills limitless."

"Keep in mind that a charismatic personality can easily sway opinions."

"Begin your candidate sourcing by leveraging the resources you already have."



Quotes from: The Onboarding Process

Please use with credit to Amanda Painter, Brenda Haire, or the book itself and use the hashtag #theonboardingprocessbook if posting to social media.





"Not everyone absorbs information in the same way. When possible, provide the opportunity for a new hire to hear, see, and read information."

"Make sure your new hire understands their value to the company in big-picture terms."

"Investing in your team will produce the biggest return."

"An employee's first few days on the job will greatly influence how long they stay with your company."

"When building your onboarding process, collaborate with your team for a fluid process."

"Onboarding is a delicate balance between the need to quickly assimilate someone to the team and allowing the needed time to get acquainted."

"Poor onboarding can lead to subpar performance and lower retention."

"First impressions are most important, which is why onboarding matters."

"Integration into the team should be the top priority."

"Building relationships will increase retention."

"Never silo a new hire."

"Clarity breeds confidence."

"The more comfortable and confident they are, the faster they will be productive."

"Create employee connections with clarity and confidence."

"Plan your onboarding process before hiring."

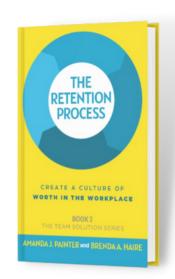
"The goal of orientation is to immerse the new hire in your culture."



Quotes from: The Retention Process

Please use with credit to Amanda Painter, Brenda Haire, or the book itself and use the hashtag #theretentionprocessbook if posting to social media.





"Retention is a fragile process."

"Retention and culture go hand-in-hand."

"Understanding your workplace culture and how it affects your employees is the first step to retention."

"Inaction speaks as loudly as action."

"Trust and vulnerability go a long way in a culture of worth."

"Retention takes effort."

"Effort applied toward retention strengthens the business in other ways."

"Discuss with your leaders the best methods to invest in your team as a company."

"Pay people what they are worth."

"Team training and professional development should be looked at as investments, not expenses."

"Culture is more about relationships than perks."

"When businesses invest in their people, a great culture will follow."

"Good communication conveys worth and value."

"Cross-training can expedite growth."

"Simplify operations and retain valued employees, resources, and revenue by creating a culture of worth in your workplace."

"Align your actions with your words."

"Team satisfaction will increase when they know what to expect and what metrics are used to measure success."

"Manage your stress. Stress leaks and flows to your team."



Quotes from: The Exit Process

Please use with credit to Amanda Painter, Brenda Haire, or the book itself and use the hashtag #theexitprocessbook if posting to social media.





"Anticipating the needs is the solution to the problem you can't predict."

"How a company treats its people, especially on their way out speaks volumes."

"Anytime an employee leaves, your security risk increases."

"Never miss an opportunity to obtain feedback."

"Having a plan in place that you can immediately initiate will help control the damage."

"If communication isn't properly handled, others will come to their own conclusions as to why someone is leaving."

"Don't assume that filling the role exactly as it is, will be best for the company."

"Remember, it is not your exiting employee's job to set the next employee up for success —it's your job."

"Don't rely on the integrity of the person leaving to protect your company."

"Don't let clients or projects get lost during the transition time."

"Everyone deserves to feel worthy in the workplace until their last day with the company."

"Create a system to collect authentic feedback from all exiting employees."

"Ask tough questions. But be prepared for responses that may be equally tough to hear."

"When someone leaves, they will either become a supporter of your company or an adversary."

"Former employees are your best (or worst) forms of advertising."

"Keep in mind that ex-employees can be great marketing and ambassadors for your company."

"Protecting your team, your assets, your company—all that you've built and worked so hard for is important."



Quotes from: The Team Solution Series

Please use with credit to Amanda Painter, Brenda Haire, or the book itself and use the hashtag #theteamsolutionseries if posting to social media.



The Hiring Process:

A Complete System to Save Time, Simplify Steps, and Strengthen Your Team

"Accuracy in the Job Description contributes to employee retention, saving you valuable resources."

"Keeping communication front of mind during hiring will result in a people-focused mindset instead of a fill-the-vacancy mindset."

"Begin your candidate sourcing by leveraging the resources you already have."

"Team communication begins *before* you hire. You cannot assume expectations will be met if they are not properly communicated."

The Onboarding Process: How to Connect Your New Hire

"Building relationships will increase retention."

"The more comfortable and confident they are, the faster they will be productive."

"Make sure your new hire understands their value to the company in big-picture terms."

"Onboarding is a delicate balance between the need to quickly assimilate someone to the team and allowing the needed time to get acquainted."

The Retention Process: Create a Culture of Worth in the Workplace

"Understanding your workplace culture and how it affects your employees is the first step to retention."

"Effort applied toward retention strengthens the business in other ways."

"Culture is more about relationships than perks."

"Team training and professional development should be looked at as investments, not expenses."

The Exit Process: How to Professionally Part Ways

"Anytime an employee leaves, your security risk increases."

"Don't let clients or projects get lost during the transition time."

"Former employees are your best (or worst) forms of advertising."

"Everyone deserves to feel worthy in the workplace until their last day with the company."

