



Mary G. Russell, President/Founder

Leadership Development Course Titles Time Frame

- ✓ Peak Performance Leadership 20 hours
- ✓ An Act of Humanity 6 hours
- ✓ Effective & Active Documentation 3 hours
- ✓ Tactful Communication 3 hours
- ✓ Effective Interviewing Techniques 3 hours
- ✓ Addressing Conflict 3 hours
- ✓ Listen with Respect 2 hours
- ✓ Speak with Comfort and Confidence 2 hours
- ✓ Engaging Enthusiastic Teams 2 hours

Human Resources Development

- ✓ HR Department Audit (review of all current practices)
- ✓ HR Team Development and on-going consultation
- ✓ Handbook & ADA Compliant Job Description Development
- ✓ **Implementation of Techniques to Improve WC Process**
- ✓ Designing Recognition Programs
- ✓ Assist with Mergers & Acquisitions (from an HR perspective)
- ✓ Strategic Planning
- ✓ Talent Acquisition (separate fee structure)
- ✓ Employee Relations & Effective Investigation Coaching

The road to future employment starts with a “well-crafted resume.” The Grady Group offers a resume writing service.

*Call today: 626-688-1771 ** thegradygrouphr@gmail.com ** Ask for Mary*