



EAF

Employers Association Forum

Tuttle Associates

Behavioral Interviewing, Coaching & Outplacement Services

Endorsed Service Provider of
Employers Association Forum, Inc.

Training

Knowledge
useful abilities.
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today

Employers Association Forum, Inc.
640 E. State Road 434, Suite 3100
Longwood, FL 32750
407.260.6556
www.eafinc.org
info@eafinc.org



Behavioral Interviewing

New Hires & Promotions

Are you having...

- a tough time hiring the right people for your company?
- personality conflicts and communication breakdowns between employees?
- trouble getting employees to consistently demonstrate positive organizational behavior such as planning, organizing and time management?
- problems with high turnover?
- to reorganize and want to assist your separating employees?

Onsite Interviewer Training

Carol can provide onsite training to train your interviewers on hiring or interviewing techniques and common mistakes to avoid.



Selection

Carol Tuttle can review your hiring criteria, conduct your interviews, and recommend top candidates for your positions.

This process includes...

- Define Job Success Criteria
- Develop Hiring Specifications
- Writing/Placing Ads
- Create Interview Questions
- Define Acceptable Answers
- Screen Résumés/Applications
- Telephone Screening
- Second Opinion Interviewing
- Promotional Interviewing



One-on-One Coaching

Broad ranging impacts of coaching include:

- Leadership development and performance;
- Increased levels of employee engagement;
- Enhanced interpersonal skills
- Reduced attrition; and
- Improved team working



Essentially, coaching is about one person helping another to excel. It is an equal partnership, where the person being coached sets the agenda, and the coach helps them find the best way to reach goals. A workplace coach is a facilitator who helps individuals discover their own path to success.

Coaching is relevant to all levels in your organization from senior-level executives and key talent to those in specific roles, including front-line employees.

Coaching provides a safe environment for individuals to reflect, gain clarity and make appropriate choices. It helps shift individuals' perspectives from reacting to situations around them to strategically making response choices based on their values, talents and business objectives.

Outplacement

- Creating paper and electronic résumés & various types of cover letters.
- Behavioral and traditional interviewing skills: telephone, one-on-one and panel interviews; avoiding deadly traps; creating your "elevator" speech; negotiating pay; role-playing targeted questions/answers.
- Career transitions power manual: Job search strategy workbook. Topics include powerful job search websites, on-line cover letters, sample behavioral and traditional interview questions, résumés essentials, business etiquette, and much more.
- Conducting the Internet job search: an online networking program, researching companies/organizations, searching for positions and posting resumes.
- One-on-one coaching: Coaching to respond to specific companies, network with others, prepare for upcoming meetings, change goals, or related personal coaching.

EAF members receive preferred pricing on all services from Tuttle Associates.

If you would like to speak with a representative, contact EAF at 407.260.6556 or info@eafinc.org.

TUTTLE ASSOCIATES



Carol C. Tuttle, M.Ed., an associate of Employers Association Forum, Inc., offers career transition services on an individualized basis, tailored to each person's needs. Carol has a broad background in job search skills and career transitions. She worked as an HR Generalist for Martin Marietta Corporation, SunBank N.A. and opened two luxury hotel properties in the Orlando area: Buena Vista Palace and Peabody Hotels. She has a Bachelor's Degree in Business Administration from U.S.F. and an M.Ed. from U.C.F. She also completed all coursework toward an M.S., Industrial and Organization Psychology at U.C.F. Carol is also a *Certified Coach through Franklin Covey*. Services are provided at the EAF office in Longwood, another convenient location, by telephone and/or e-mail, as appropriate.



EAF

Employers Association Forum

Your People Experts...
Advice & Research
People Development
Connections

Value of Membership

**Hotlines
Consultation**
Value - \$3,500

- HR, Legal, Safety & Cyber Security
- No Fees or Caps
- Answers from Certified Professionals or Attorneys
- Same Day or 24-48 Hour Response Time

HR Library
Value - \$2,000

- News & Trends
- State & Federal Laws
- Job Description & Performance Review Software
- FMLA, ADA, & White Collar Advisor

Publications
Value - \$3,500

- Surveys (Benefits & Wage)
- Recordkeeping Guide
- HR Self-Audit
- Forms & Policies

Training
Value - \$6,000

- 10 Online HR & Safety Courses
- Briefings & Webinars
- 19 Training Kits

TOTAL VALUE - \$15,000

**Corporate Annual Dues Range from
\$395 - \$3,150/yr.**

The examples shown are based on calculation of the **FREE** EAF member services. If you also take advantage of our member discounted seminars, in-house training, on-site consulting or insurance programs, you are realizing tremendous additional returns.

If you need any assistance in calculating your actual ROI, please contact EAF at 407.260.6556.

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