

Convergence Coaching, LLC Toolsets



The **Convergence Coaching Toolsets** will provide you with valuable templates, tools, articles, and resources – all in one place – designed to support you as you enhance your firm's human resources programs, enhance your leadership and communications skills, and grow your practice.



© Human Resources Retention and Recruiting Toolsets

Your people are your greatest assets and the lynchpin to your success. So, what are you doing to engage your team members and prepare for recruitment needs to secure your firm's future?

Our **Human Resources Retention Toolset** is designed to help you create your firm's career development, mentoring, performance management, training, and motivational programs and manage your internal firm communications functions, too.

- Contains over **35 templates and tools and 22 articles**
- Covers four distinct areas: **Career Development, Motivational Programs, Learning and Training Plans, and Internal Communications**

Our **Human Resources Recruiting Toolset** will assist you in developing organic methods for recruiting from your network so you can find the people you need without the use of professional recruiters.

- Has **30 tools and templates and 5 articles**
- Includes our most popular **Position Descriptions and Recruiting Tools**

Purchase each toolset individually for \$129 or purchase both toolsets together for only \$199.

© Leadership and Communication Toolset

In this toolset, you will find guidance to enhance your leadership abilities, develop these skills in others, and heighten your firm's overall approach to leadership and communication.

- Contains **33 templates and tools and 17 articles**
- Subject matter spans three distinct areas: **Ownership and Accountability, Communication and Conflict Management, and Personal Development**

The Leadership and Communication Toolset is available for only \$129.



© Marketing and Business Development Toolsets

As the economy recovers, it's critical to sharpen your marketing strategies, teach up-and-comers how to develop new business, generate new client engagements, deepen existing client relationships, and re-energize referral relationships.

Our **Marketing Toolset** will help you develop your firm's marketing plan, support lead generation and personal marketing activities, and help organize your marketing function.

- Contains almost **50 templates and tools and 14 articles**
- Areas addressed include **Marketing Planning, Branding, Lead Generation, Personal Marketing, and Marketing Roles**

Our **Business Development Toolset** will help you develop your firm's cross-selling and sales functions.

- Includes over **35 templates and tools and 11 articles**
- Covers four distinct areas: **Client Service and Cross Selling, Sales Methodology, Sales Process, and Sales Roles**

The Marketing Toolset is available for \$149, and the Business Development Toolset costs only \$129. Purchase both toolsets together for just \$199!

To view the list of tools and articles and to order your toolset(s), go to www.convergencelearning.com and click on the name of the toolset you wish to view under Tools and Resources on the right side.

Once purchased, you will receive an e-mail with instructions to retrieve your toolset(s) via a secure download.

For more information about the toolsets, our firm, or our training programs and consulting services, contact us at info@convergencecoaching.com.