

The **FAST TRACK**



Personnel Management Module

How To Find, Hire and Keep The Most Loyal, Productive Employees Ever!

**Learn the hidden secrets of
successful leadership...**



Employees can be your biggest nightmare or your greatest asset. Managing employees can be one of the most challenging and difficult things you ever face. Some business owners have purposely limited the growth of their business because they have given up on finding “good” people. It does not have to be this way!

Would you be surprised to learn that the real problem is not with the employee, but in how business owners manage them? You can find, hire, and keep the best people, but it requires a new understanding of how to do it. The Personnel Management Module reveals proven strategies to create a cohesive and productive workplace!

Plus... Learn what kinds of incentives work, and which ones don't. This module includes a thorough discussion of the hidden secrets of finding the best people, and keeping them so motivated that they are always looking for ways to help the company

How to find the right person? The module includes complete instructions on where to look and how to advertise for an employee.

How do you perform a proper interview? The package comes with complete interview scripts with all the questions you need to ask. What is legal or illegal to ask? What is the most important thing to ask. It's all here!

Application packets are included. The module will include all the forms you need to create your own application “superpacket”. It also includes a Powerful Employee “Contract”; more than just a job description, this document is an agreement between the company and the employee.

This document alone is worth the price of the module.

For A Limited Time Only, The FAST TRACK Personnel Management Module includes a BONUS DVD Presentation of Howard Partridge – Live; and a BONUS Audio CD so you can watch or listen to reinforce your learning wherever you go!

Remember that ALL **FAST TRACK** Modules come complete with a narrated, interactive PowerPoint learning presentation, manuals, a computer CD packed full of sample forms, brochures and ads, and ready to print materials. Some also come with ready to present consumer computer presentations and videos.

The **FAST TRACK** Personnel Management Module Includes...

How to find and hire the best employees...

- ✓ Step by step instructions on attracting the best people
- ✓ Application "superpacket"
- ✓ Complete job description/employee contract
- ✓ Reference check script and forms
- ✓ Interview scripts and rating forms
- ✓ How to do a thorough background check

How to pay your employees...

- ✓ A thorough explanation of the best ways to pay employees
- ✓ What's best? Hourly? Commission? The truth is revealed.
- ✓ Forms and exercises to determine how much to pay
- ✓ Determining the true cost of an employee
- ✓ Benefits, perks, and vacation pay

How to keep your employees motivated and productive...

- ✓ A thorough exploration of effective leadership strategies
- ✓ A complete disciplinary paperwork system
- ✓ How to hold evaluation sessions – includes proper forms
- ✓ A detailed reward/incentives program
- ✓ How to hold productive company meetings
- ✓ Training agenda's for morning, weekly, and monthly meetings
- ✓ A sample company manual
- ✓ Complete goal setting system for employees
- ✓ Proven systems used by Howard Partridge's company
- ✓ Proven systems used by Bridgepoint to manage over 190 employees

PRICING: Part number FT021

Price \$439.00

To order, call your local Bridgepoint Distributor, or Call Richard Michaelson, the Business Support Programs Director for Bridgepoint Systems at 1-800-794-7425, extension 130.



The **Fast Track** Business Growth Modules were developed by Howard Partridge and Bridgepoint Systems. Howard Partridge operates one of the industry's most successful high-end carpet cleaning businesses, having built his company from the trunk of his car to a \$2.2 million dollar enterprise. The systems and strategies



included in the **Fast Track** Modules are put to use every day in Howard's company, Clean As A Whistle, in Houston, Texas. Take your company to the next level by implementing the **Fast Track** System!