



Taryn M Consulting LLC  
Inspire. Empower. People.

# SERVICES & PRICING GUIDE

[www.tarynmconsulting.com](http://www.tarynmconsulting.com)

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# Welcome

On behalf of Taryn M Consulting, I'd like to take this opportunity to welcome you. I am thrilled to have the opportunity to work with you.

My commitment is to inspire people, provide exceptional service and to help you achieve your desired outcomes and this starts with you. My clients are the most important part of my business, and I work to ensure your complete satisfaction, now and for as long as you are a client.

Thank you again for entrusting Taryn M Consulting with your most important business needs.

I can't wait to start working with you!

Regards,

*Taryn M Johnson-Kline*

Founder of Taryn M Consulting  
tarynmconsulting@gmail.com  
(541)517-9284

## Everyone is Welcome

Taryn M Consulting provides professional expertise dedicated to inspiring and empowering people. We stand in solidarity with the Black community and will continue to champion diversity, inclusivity, and equality.

*"Not everything that is faced can be changed, but nothing can be changed until it is faced."*

-James Baldwin

We all have work to do.



**Taryn M Johnson-Kline, SHRM-CP**  
**CEO/Founder/Consultant**

Inspire. Empower. People.

I believe in inspiring organizations and people to live and work to their fullest potential. I have extensive experience leading teams and helping them to realize their capability by empowering them to succeed. I excel at identifying gaps in current existing work or team processes and utilize those gap opportunities to evolve them into organizational strengths.

With over 20 years of professional experience in the work force with varied responsibility and exposure. I offer a complete understanding of the business model and inner-functions of the utility world. Access to hundreds of other professionals to instantly bring “best in class” work products to your organization. I can “shrink & swell” with the work load and/or organizational budgets to best meet your needs.

I specialize in the energy industry professional administrative roles, including Human Resources, Program Management, Distance Learning and Executive Support. My formal education includes a Bachelor of Science degree in Psychology with a minor in Business Administration from the University of Oregon. My professional certifications include the Society of Human Resources Management (SHRM-CP) as well as a certificate in Contract Management from the University of California-Irvine Extension Program. I have completed countless of industry-centric courses and training which bring added value to my work for you!

Email me today at [tarynmconsulting@gmail.com](mailto:tarynmconsulting@gmail.com)

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# HR On-Demand Service Packages

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Human Resources Outsourcing services are designed to accommodate the unique spectrum of your business. Outsourcing HR functions is one of the best ways to maintain legal compliance while saving money. Instead of paying salaries for an in-house HR department, you can limit your team to one HR manager and outsource any functions they need assistance with.

If one of the following applies to you, bringing us into your business as an outsourced HR Department is a prudent business move.

- Are you a small business with a few employees where it doesn't make sense to hire an in-house human resources specialist, but you could sure use some regular or occasional advice?
- Have you recently hired a human resources specialist who could use some mentoring from a more experienced HR professional as they learn your company?
- Are you trying to include a strategic human resources element in your planning and operations, but don't really have an in-house skill set to help you in that area?

## **Monthly HR Services On-Demand Services**

- Create a clear HR strategy and roadmap for your employees.
- Transform from overwhelm to ease with simplified, sustainable HR practices.
- Go from putting out fires, to approaching HR with a proactive, strategic approach
- Build an HR function that supports your thriving business/organization.
- Reduce risk with State and Federally compliant policies.
- Create and sustain a solid employee handbook.
- Quickly offload HR tasks to a certified professional
- Enhance your leadership confidence to build engaged, productive teams.

LET'S WORK TOGETHER

# HR On-Demand Service Packages

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## **Option 1: The People Package** (three-month minimum)

For \$2,000 per month, you receive:

- HR Strategy Session to review your comprehensive HR needs, goals, to develop an action plan to prioritize your business needs
- Up to 20 hours of HR consulting per month
- Instant access to Free HR tools including: strategic staffing plans, policy templates, Employee Handbook guide with compliance requirements and recommended policies, and more.

## **Option 2: The Inspire Package** (three-month minimum)

For \$1,500 per month, you receive:

- HR Strategy Session to review your comprehensive HR needs, goals, to develop an action plan to prioritize your business needs, an HR plan of action with goals and timelines
- Up to 10 hours of HR consulting per month

## **Option 3: The Empower Package** (cancel at any time)

For \$500 per month, you receive:

- Up to 5 hours of HR consulting per month
- Access to free notifications, reminders, and HR recommendations as provided by legislative changes and policy updates

Most importantly, partnering with **Taryn M Consulting**'s HR-on-Demand offers the flexibility you need, matching the level of service to the size and needs of your business. This enables management of fixed and ongoing operational costs, while you focus on core business.

# Outcomes & Deliverables

1

## **Compliance**

We help you with certain government reporting, policy development, and more.

2

## **Organizational Development**

Focused on developing the employee's potential & on bringing employees into alignment with company values & goals.

3

## **Talent Management**

Help you make your hiring practices more proficient and cost-effective; implement and develop performance management

4

## **People Power/ Strategic Planning**

Analysis of an organization's needs to determine what this organization requires, and quality of employed personnel to achieve its business objectives and goals.

5

## **Employee Total Health**

Policies, programs, and practices that integrate work-related safety, health, and illness-prevention efforts to advance worker well-being.



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# Ready to get started?

Contact me at  
[tarynmconsulting@gmail.com](mailto:tarynmconsulting@gmail.com)

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# Human Resources Program Management Support

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Human Resource Program Management is a strategic approach to the effective management of people programs in a company or organization such that they help their business gain a competitive advantage.

Programs may include, Employee Handbook review or creation, strategic staffing/succession planning, performance, management, and total health (wellness) programs.

## PACKAGE INCLUDES

Certified SHRM-CP Professional  
ready to respond to your  
business needs.

## THE INVESTMENT

**\$100, per hour**

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# Human Resources Administrative Support

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Human resource Administrative support is primarily focus is on policies, position description development, research, content creation, correspondence management, screening & interviewing applicants, and more.

## PACKAGE INCLUDES

Professional administrative  
support to meet your business  
objectives without immediate  
oversight.

## THE INVESTMENT

**\$65, per hour**

LET'S WORK TOGETHER

# Virtual Administrative Services

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*Services & pricing can be bundled, to best meet your needs.*

## e-Learning Support Services

\$50, per  
hour

You focus on content, I manage the rest for you. Ability to facilitate the "technical" piece, and I help emphasize the right aspects of the discussion. From the chat feature to the hand raising and breakout rooms, I have it covered.

## Content Polishing

\$35, per  
hour

You as the technical expert can focus on the content, and I manage the formatting, and presentation. Leveraging templates and designs to make a professional & polished impression.

## Social Media Content Creation

\$50, per  
hour

By leveraging your organization, mission, vision and values, I create social media content to promote and advertise you in a professional and polished manner.

## Meeting Facilitation

\$75, per  
hour

A well-structured collaborative meeting starts with agenda planning. Applying active listening, timekeeping, leading a brainstorm session, and more. Let me be your guide. Available for in person, and virtual sessions.

## Calendar Management

\$25, per  
hour

Managing your calendar, both professional and personal, is one of an entrepreneur's greatest challenges. From providing reminders to scheduling appointments, virtual assistants can make it effortless for you.



# Virtual Administrative Services

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*Services & pricing can be bundled, to best meet your needs.*

## e-Mail Management

\$35, per  
hour

If you're buried under a ton of emails — or if you need someone to update your contact list — take note. I can save hours of time, by screening emails, updating contact information, and prioritizing needs.

## Business Development

\$40, per  
hour

Whether researching leads on LinkedIn or finding email addresses, there is a lot of leg work in business development. I can help with these activities, letting you focus on the personal interactions involved in making sales.

## Personal Shopper

\$35, per  
hour

When a gift card won't do, I can look for something unique and make it happen, within your budget.

## Business Operations

\$50, per  
hour

As you scale your business, there will be plenty of management functions that need to get done. You may need to assemble reports for clients. This may simply mean putting together a lot of data you may already have. There are other management functions — which can easily be delegated to me.

## Looking for something else?

\$tbd, per  
hour

Being able to have a right hand woman there to help you work on projects you need done is like doubling your speed. Let's connect and see I can help.

# Client Testimonials

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Taryn will identify the issue or opportunity, find solutions, gather feedback, adjust as needed and deliver on time and budget, all while communicating her progress each step of the way. She has a positive outlook and will work with you to find and deliver your critical project goals. Taryn is also fun and upbeat so she is great addition to any team!

- Elaine, Principal, EMD Learning

"Taryn was so exceptional to work with! She was more than willing to help me through all our HR needs, regardless of my lack of experience and knowledge in the field. She was extremely responsive, patient, and knowledgeable. It was and continues to be a pleasure, and invaluable, to work with her. - Tara, Director of Operations, Ni-Q



"Along with her undeniable talent, Taryn has always been an absolute joy to work with. She is a true team player, and always manages to foster positive discussions and bring a positive solution to whatever our training needs were at the time. Without a doubt, I confidentially recommend Taryn to support any project management or HR needs you may be looking for. - Teedara, T&D Specialist, Cowlitz PUD

"You have no idea how much stress this takes off me to get this far on our 2020 goals and review of all position descriptions. I really appreciate working with you."

- Shane, HR Manager, Tillamook PUD



# Frequently Asked Questions

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## 01. WHERE DO WE START?

Simple. Let's chat! Setting up a 30-60 minute discussion we will be able to discuss your business needs and goals. Prioritize your projects and determine if I am a good fit for you.

## 02. WHAT DOES IT COST?

Because every project is different, the cost can vary. I do have an hourly and day rate that we discuss once we know the scope of the project, timeline, and your budget.

## 03. DO WE NEED AN AGREEMENT?

Yes, but it can be formal to informal. I have clients who have hired me as a 1099 employee, and others where we have agreed to a project in writing. I am happy to discuss our options with you.

## 04. ARE YOU A REGISTERED CONSULTANT?

Yes, Taryn M Consulting was founded in March of 2020 as a LLC (Limited Liability Company) in the State of Oregon.

## 05. DO YOU HAVE A PREFERRED CLIENT?

No. I love meeting new people. I have a soft spot for working with public or not for profit agencies. But my favorite part is successfully completing a project for my client and creating a long standing business relationship.

## Still have questions?

Email us via [tarynmconsulting@gmail.com](mailto:tarynmconsulting@gmail.com) or contact us via our website [www.tarynmconsulting.com](http://www.tarynmconsulting.com) and we'd be happy to help you!



“

It's the little details  
that are vital.  
Little things make big  
things happen.

– JOHN WOODEN



READY TO  
GET STARTED?



LET'S WORK TOGETHER



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