



## The Total HR Toolkit for Auto Dealers *Auto-Motivation* *John Putzier*

### What is the TOTAL HR TOOLKIT FOR AUTO DEALERS?



Employee turnover in auto dealerships is a killer! But, that's just one piece of the puzzle. It doesn't really matter if we reduce turnover, if we have the wrong people to begin with. It also doesn't matter if we have the best processes in the world, if our people aren't around long enough to learn them!

It costs your dealership an average of \$50,000 to replace a \$40,000 employee, not to mention the hassle and impact on customer satisfaction. For less than the cost of a classified ad, you can turn this around forever. After that, it's pure ROI!

The TOTAL HR TOOLKIT FOR AUTO DEALERS will not only reduce turnover, but will also improve the quality of your hires, which has a direct and immediate impact on your bottom line. You will never have customer loyalty without employee loyalty.

The TOTAL HR TOOLKIT FOR AUTO DEALERS is a comprehensive set of tools, templates and step-by-step instructions that cover everything you will ever need to attract, retain and motivate a high-performance team, including:

- Job Descriptions
- Interviewing Tools and Tips
- Behavioral Assessment (Person-Job Matching)
- Employee Handbooks
- Recruitment Brochures
- Creative Sourcing Strategies
- New Employee Orientation / Onboarding
- Performance Evaluations
- Perception Surveys
- and more...

The TOTAL HR TOOLKIT FOR AUTO DEALERS comes with a 200 page workbook *and* a CD with all of the tools and templates in easy-to-use MS Word and Excel formats that you can fill-in-the-blanks or personalize to your dealership. The kit also includes an autographed copy of John Putzier's best-selling book, "Get Weird! 101 Innovative Ways to Make Your Company a Great Place to Work" an hour of tele-consultation and one complete behavioral profile. (Discounted consulting packages also available with purchase of the kit)

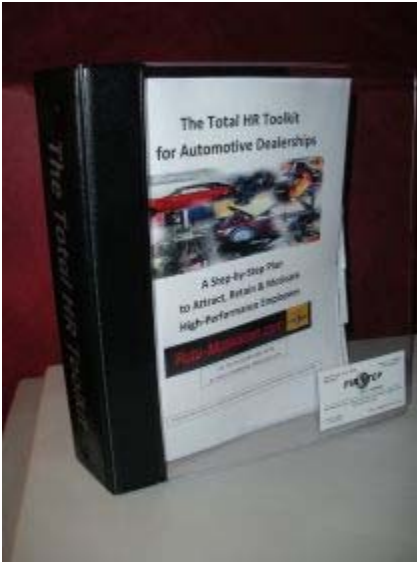
Mayo Automotive, Inc  
(866) 529-1499 \* Fax (866) 603-7125 e-mail \* [jerry@mayoautomotive.com](mailto:jerry@mayoautomotive.com)  
Contact us to order or to receive more information from John Putzier



# The Total HR Toolkit for Auto Dealers

## *Auto-Motivation*

### *John Putzier*



#### THE TOTAL HR TOOLKIT TABLE OF CONTENTS

\* Denotes a customizable tool that is also included on the CD

#### SECTION ONE – MAKING THE CASE

- 1) Human Resource Self-Assessment\*  
An Introduction to the Total HR Concept
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- 3) The Cycles of Satisfaction – The Low Road and the High Road  
Making the Connections Between Employee Satisfaction and Profitability
- 4) The Cycle of Employment
- 5) The Recruitment Funnel

#### SECTION TWO – YOUR TEN STEP PLAN TO SUCCESS

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  - A) Preparing for the Interview
  - B) Candidate Interview Worksheet \*
- C) Conducting the Interview
- D) Gut Wrenchers – The 50 Toughest Interview Questions
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One for Formalization – To Manage the Employment Relationship \*
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- 1) Turning Your Management Team into a Leadership Team  
Top Ten Guidelines for Conducting Effective Leadership Team Meetings  
Sample Agenda
- 2) Turning Intentions into Actions  
Pre-Completed Step-by-Step Action Plan Template \*  
Detailed To-Do List \*

**ALL THIS, FOR ONLY \$995!**

*(less than the cost of an employee handbook alone)*

Mayo Automotive, Inc  
(866) 529-1499 \* Fax (866) 603-7125 e-mail \* [jerry@mayoautomotive.com](mailto:jerry@mayoautomotive.com)  
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