

# The Right-Hand Solution: Done-for-You Full Operations Overhaul

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You're a visionary CEO, but your business operations are holding you back. Managing projects, handling clients, and troubleshooting day-to-day operations shouldn't fall on you. You need a **strategic right-hand person** who ensures everything runs smoothly—so you can focus on the **\$10,000/hour tasks only you can do** that grow your business.

And more than just hiring the right person, you need **the right systems** in place so your business can scale without bottlenecks.

That's exactly what I help you build.

## The Problem

- ✗ You're stretched thin, managing tasks that shouldn't be on your plate.
- ✗ You've tried delegating, but hiring the right person feels overwhelming.
- ✗ Your business is growing, but your lack of **systems** and operations support is slowing you down and maybe even frustrating your clients.
- ✗ You don't have time to **vet, onboard, and train** a new team member—let alone build the backend structure they need to succeed.

## The Solution: Done-for-You Operations Hiring + Systems Build-Out

I handle the **entire process** of finding, vetting, hiring, onboarding, and training your **perfect Operations Coordinator**—AND we build out the systems they'll use to run your business efficiently.

This isn't just about filling a role—it's about securing a **strategic partner** AND creating the operational foundation that allows your business to scale smoothly.

- ✓ We **find & hire** your right-hand operations person.
- ✓ We **build custom systems & workflows** that make delegation seamless.

✓ We **train & onboard** your hire with a clear roadmap so they can take full ownership.

You walk away with **a fully operational backend and a trusted right-hand person** who keeps everything running without you being the bottleneck.

## What's Included

- ✓ **Custom Job Description & Recruitment Strategy** – We define the role based on your business needs.
- ✓ **Pre-Vetted Candidates** – I conduct talent searches, interviews, and personality assessments.
- ✓ **Comprehensive Hiring Process** – Shortlisting the top 2-3 candidates for your final decision.
- ✓ **90-Day Onboarding Plan** – A step-by-step integration plan to ensure your hire thrives.
- ✓ **Systems & Workflow Development** – We build out **customized SOPs, automations, and workflows** so your business runs smoothly.
- ✓ **Training & Process Optimization** – I personally guide your new hire in setting up and managing these systems.
- ✓ **Ongoing Support** – Regular check-ins with you and your hire for the first 90 days.
- ✓ **Lifetime Access to Hiring Templates & Training Resources**

## Bonus: Your Hire's Training Days Are Covered

 **You don't pay your new hire during their training period**—I cover their contract while we onboard them. (90 days max)

That means **zero financial risk** for you while we ensure they're fully trained, integrated into your team, and truly ready to take ownership.

By the time they officially join your payroll, they're already an asset—not an expense.

## Who This is For

- ◆ CEOs, digital marketing agencies, and service providers who are **ready to scale** but drowning in operations.
- ◆ Business owners who need a **trusted second-in-command** to keep things


running smoothly.

- ♦ Entrepreneurs who don't have time (or patience) to figure out **hiring, delegation, or systems-building** on their own.

## Why Work With Me?

I've built **operations from scratch**, turned **visionary chaos into structure**, and helped **scale businesses by implementing systems that actually work**. Now, I can't be a fractional COO or Integrator to everyone, but I can step in and set you up for success until you can scale without me!

That's what I bring to my clients:

 **A shortcut to operational success—so they don't waste years figuring it out like I did.**

I've seen what happens when CEOs try to “DIY” their operations team—**wasted time, bad hires, and frustration**. Instead of trial and error, I offer **a proven system** that ensures you get:

- ✓ The **right hire** with the **right skills** to match your leadership style.
- ✓ A **fully optimized backend** so they can take over seamlessly.
- ✓ **Hands-on training** to ensure they're not just hired, but **fully ready to own their role**.

This is more than hiring—it's about **future-proofing your business**.

## Your Guarantee: A Risk-Free Investment

I'm committed to finding the **perfect fit** for your business AND ensuring your operations are set up for success.

 **If your hire doesn't work out within the first 90 days, I will find and train a replacement at no additional cost.**

My priority is ensuring you have an **operations partner AND the right systems in place** to truly support your growth.

## Your Investment

💰 **\$8,000 - \$15,000** (depending on business and scope of services)

This is a **turnkey, full-service** solution that ensures you walk away with:

- ✓ A **fully trained** Operations Coordinator who takes daily operations off your plate.
- ✓ **Optimized systems & workflows** that support seamless delegation.
- ✓ A **scalable foundation** so your business runs smoothly without you in the weeds.

## Ready to Reclaim Your Time & Reach Your Next Level Of Success?

**[Click here to schedule your consultation](#)** and let's get started on **finding your perfect operations partner and setting up the systems that will help you step fully into your next season of growth.**

Most of the time, I see business owners and solo CEOs not willing to slow down long enough to fix the operational inefficiencies that are leading to client dissatisfaction and burnout for you. At the very least, I'm your accountability to get it done - and I do MOST of it for you so you can stay in your genius zones while I work in the background!

If you're a numbers and details person... keep reading.

# Your Done-for-You Operations Overhaul Timeline

This isn't just about hiring someone—it's about **building a rock-solid operational foundation** so your business can scale smoothly. Over **90 days**, we'll follow a structured, results-driven approach to ensure your **Operations Coordinator is hired, trained, and seamlessly integrated into your business** with the right **systems, workflows, and processes** in place. If we can do it faster, we will.



## PHASE 1: DISCOVERY & ROLE DEFINITION (WEEK 1-2)

- Deep-dive strategy session to audit your current operational challenges.
- Identify where you're the bottleneck and **define the key responsibilities** of your Operations Coordinator.
- Craft a **custom job description** that aligns with your business needs.
- Map out **must-have skills & personality traits** for the ideal candidate.
- Begin **systematization roadmap** – outlining the key areas where we'll build or optimize workflows.



## PHASE 2: RECRUITMENT & CANDIDATE VETTING (WEEK 3-6)

- Job posting across **targeted hiring platforms** to attract **top-tier candidates**.
- **Screening & pre-vetting of candidates** (resume reviews, background checks, initial interviews).
- **Personality & skills assessments** to ensure they're a great fit for your leadership style.
- **Shortlisting top 2-3 candidates** and presenting them for your review.
- Conducting **final interviews** with you to ensure alignment.
- **Hiring & offer letter negotiation**—ensuring the right hire is locked in.



## PHASE 3: ONBOARDING & SYSTEMS BUILD-OUT (WEEK 7-10)

- **90-day onboarding plan development** – a clear roadmap for your new hire's success.
- **Creating and optimizing SOPs** (Standard Operating Procedures) for key tasks.

- **Implementing essential business workflows & automations** (project management, client communication, etc.).
- Training your hire in **project management tools, delegation frameworks, and daily operations.**
- Setting up a **feedback & performance tracking system** so you can measure success.

#### **PHASE 4: TRAINING, INTEGRATION & OPTIMIZATION (WEEK 11-12)**

- **Weekly check-ins** with your Operations Coordinator to ensure seamless integration.
- **Refining workflows** based on real-time feedback & operational needs.
- **CEO-Operator sync sessions** to ensure a **strong working relationship** between you and your new hire.
- **Final performance review** & adjustments to ensure long-term sustainability. Wrap-up strategy call to finalize next steps for **continued efficiency & growth.**

## **Long-Term Success Support (Post-90 Days )**

Even after we complete this process, you'll have the **systems, training, and documentation** to sustain your **Operations Coordinator's success.** Plus, you'll receive **lifetime access to templates, hiring resources, and best practices** to use as your business evolves.

And remember...

 **If your hire doesn't work out within 90 days, I'll find and train a replacement at no additional cost.**

## **Ready to Reclaim Your Time & Build a Scalable Business?**

**[Click here to schedule your consultation](#)** and let's get started on **finding your perfect operations partner and setting up the systems that will help you scale.**

## Still not convinced? I Get It, You Value Your Investments. Let's break it down...

Service Component	Market Value
Executive Hiring Consultant (to source & vet candidates)	\$5,000+
90-Day Onboarding & Training Program	\$3,500
Custom SOP & CRM Systems Build-Out	\$4,000+
Project Management & Delegation Training	\$2,500
Leadership Integration & Weekly Check-Ins	\$2,000
Lifetime Access to Hiring Templates & Training	\$1,500
<b>TOTAL VALUE</b>	<b>\$18,500+</b>
<b>YOUR INVESTMENT</b>	<b>\$8,000 - \$10,000</b>

- ✓ That's over \$18,500 in real-world value—at a fraction of the cost.
- ✓ PLUS: Your hire's training days are covered—so you save an additional \$2,000+ in salary expenses!

 This isn't an expense—it's a shortcut to long-term success.

**Or you could try to DIY it, and here's what you would invest...**

<b>Task</b>	<b>Time Required</b>	<b>Value of CEO's Time (\$500/hr)</b>
Writing a job description & hiring strategy	5-10 hours	\$2,500 - \$5,000
Posting & reviewing applications	8-12 hours	\$4,000 - \$6,000
Pre-screening & interviewing candidates	15+ hours	\$7,500+
Training & onboarding a new hire	30+ hours	\$15,000+
Setting up CRM, SOPs & workflows	20+ hours	\$10,000+
Fixing hiring mistakes (bad hire turnover)	Priceless	\$\$\$\$\$\$\$
<b>TOTAL TIME INVESTED</b>	<b>75+ hours</b>	<b>\$37,500+ LOST REVENUE</b>

**👉 Bottom Line?**

- ✓ You **spend 75+ hours** doing something you don't specialize in.
- ✓ You **lose \$37,500+** in time you could have spent growing your business.
- ✓ You **still might not get it right—and have to start over.**



**OR... you let me handle this.**

- ✓ You get a **fully vetted, trained hire** who's ready to take ownership.
- ✓ You get **done-for-you systems & workflows** to keep your business running.
- ✓ **You don't pay them until they're fully trained & delivering results.**
- ✓ **You save months of stress, time, and lost revenue.**

**This is a no-brainer. You can't afford not to.**

**[Click here to schedule your consultation](#) and let's  
get started!**