

**City of Oskaloosa**  
**Team and Leadership Development Proposal**  
July 2022

**Overview**

Amal Eltahir was recently hired as the City Manager for the City of Oskaloosa, a community 11,000 citizens, with approximately 65 FTE's (not counting the seasonal workers). The City Council is made up of one mayor and seven council members, four of which are new to the council as of 2022. All were involved in the hiring of the City Manager.

The City Manager position was vacant for eight months, which added responsibilities to the 8 members of the City Leadership Team (one vacant position). While they are relieved to have the position filled, it comes with natural apprehension as they work to understand Amal's leadership and communication style. Amal is committed to building a strong and collaborative team, which is best accomplished through understanding each other's natural working and communication styles.

**Proposal**

Seda Consulting proposes the following to help build a strong leadership team so the City of Oskaloosa can achieve their goal of growing the city and tax base to ensure a strong and sustainable community.

**Leadership Communication Training: \$3,750 + \$175/participant**

(Per Participant rated discounted to \$50/person if MPO Implemented within 30 days of training)

The goal of this training is to improve the working and communication dynamics of the participants. This is accomplished by:

- Helping each participate understand their natural style
- Understand and value other's styles
- Strategies to work and communicate more effectively to work as a cohesive team

Each participant will be invited to complete an on-line assessment, which will be used as the basis of the training.

**City Council Assessments: \$595/Assessment**

To provide the City Council with an understanding of the development and communication initiatives, assessments and a 1:1 feedback session will be conducted with the Mayor and each Council member. Additionally, they will gain insight on the City Manger's working and communication style, and vice versa.

**Public Works Director Succession Planning: \$5,950**

Often candidates are hired based on their education and experience. Unfortunately, the reason an employee is not successful in a role is often due to a mismatch of the personality traits needed to be successful, ie: not assertive, collaborative, analytical, etc. enough. During the proposed process, you'll be guided to gain clarity on the purpose of the role and the measures of success to establish reasonable expectations on the personality traits that are needed to be successful. This is accomplished through the following steps:

- Interview (virtual) up to three key stakeholders to align role expectations
- Create a desired personality profile
- Provide interview questions and a candidate evaluation form
- Issue assessments to the candidates (up to three candidates) before the interview process
- Provide consultation on the final candidates
- Conduct an on-boarding coaching session for the hired candidate

**Patti Seda, SHRM-SCP**

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**MPO Implementation: ~ 15,000 (detailed below)**

Implementing the MPO Assessment program at the City of Oskaloosa provides the opportunity to issue assessments for all employees, as well as the candidates for all positions. The information gained through the MPO Assessments helps to improve hiring and retention, provides a common language on how to best work/communicate with each other, and aids in the creation of development and succession plans.

- Annual Subscription: \$9,500
- First Year Implementation:
  - Certified Analyst Training: \$3,000, at least one person must be certified to issue and interpret results
  - Onboarding Consultation: \$2,500 for 3 Mos Consultation/Training

**Investment Terms and Conditions**

- Each accepted proposal includes one presentation to the City Council as well as regular coaching sessions with the City Manager throughout the term of the project.
- Proposal valid through December 31, 2022.
- Reimbursement for materials does not include mark-up and mileage at IRS reimbursement.
- Payment is expected within 30 days of the launch of the program and is nonrefundable for any work cancelled by the client, though it may be delayed up to 90 days.


Seda Consulting, LLC	Client
<ul style="list-style-type: none"> <li>• Respond to phone or email requests by the end of the following business day.</li> <li>• Deliver on commitments as outlined in this Agreement.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide information as requested, in a reasonable timeframe.</li> <li>• Provide administrative support specific to this project, to include but may not be limited to:                             <ul style="list-style-type: none"> <li>○ Printing materials, if necessary</li> <li>○ Meeting logistics, reserving rooms, sending invite to the participants, providing drinks/food, as required by client</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Agree to maintain confidentiality and not disclose proprietary or sensitive information from either party.</li> <li>• Immediately inform the other of any developments that might materially affect the success of this project, whether directly related to the project or not.</li> </ul>	

**Acceptance**

The projects initialed below and the signature indicates acceptance of this proposal and launch of the project.

- Leadership Communication Training: \$3,750 + \$175/participant
- City Council Assessments: \$595/Assessment
- Public Works Director Succession Planning: \$5,950
- MPO Implementation: ~ 15,000

**For City of Oskaloosa:**


7/15/22  
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 Signature Date  
 Amal Ghalib  
 \_\_\_\_\_  
 Name Printed

**For Seda Consulting, LLC:**


July 15, 2022  
 \_\_\_\_\_  
 Patti Seda Date  
 Executive Coach/Talent Consultant