



TELLUS MATER
Training & Assessment

Courses and Services Catalogue **Assessment & Monitoring**

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www.tellusmaterinternational.com

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*A HUBZone certified, economically disadvantaged
women-owned small business*

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Introduction

The Tellus Mater International Training and Assessment Collective (Tellus Mater) is a HUBZone certified, women-owned, small business established in 2022 with two distinct departments: 1) Organizational Development and 2) Global Health. Tellus Mater is a diverse collective of experienced; accomplished; social-minded; multilingual; women, minority leaders and others who are dedicated to improving workspaces, the well-being of society, and the improvement of global health. Our organizational development services include strategic planning training, executive coaching, assessment, and curriculum development. We are gathered from the fields of leadership and administration, research, education, and healthcare. We bring together our collective centuries of professional experience in the field coupled with extensive training experience.

Our **senior level contractors** are recognized subject matter experts in their fields and hold doctoral and master's degrees. Our Organizational Development Department has provided training and curriculum development services to dozens of U.S. government agencies on topics including leadership, change management, team building, DEIA, strategic planning among other topics. This department has also designed and conducted federal agency DEIA barrier and root cause analyses and DEIA landscape assessments. Our curriculum development and instructional design team hold advanced degrees in adult education, e-learning, pre-k through grades 12+, higher education, and school leadership. Our Global Health Department leaders hold terminal degrees (PhD, EdD, MD), have extensive international experience in global health and are multi-lingual (French, English, Spanish, Haitian Creole). Members of this department include physicians, researchers, data analysts, data collectors, transcribers and translators, and research assistants. These three departments combine their knowledge and expertise to bring rich, thoughtful, robust consulting services to our valued clients.

Most of our courses and services are offered in multiple languages. We offer onsite, virtual and hybrid course delivery. We conduct an end-of course evaluation survey for each and every course and use this feedback to improve our practice. We adhere to best-practices in adult learning and offer carefully aligned, standards based curriculum. Certificates of completion are provided upon submitting the end-of-course survey.

Our catalogue highlights our most popular off-the-shelf courses, our curriculum team can customize these courses specifically for our clients' unique needs, or we can build bespoke courses at the client's request.

In addition to the exceptional quality of all our products and services, what sets us aside is our commitment to carefully and closely accompany our clients throughout the service delivery process and beyond. We are readily available, have very quick response rates to emails and phone calls, are flexible, friendly and highly professional. We build relationships that will endure over time.

Contact us at info@tellusmaterinternational.com or call us at (786) 277-1853.

Assessment & Monitoring Services

How to Develop Monitoring, Evaluation and Learning Plans

How to Develop Monitoring, Evaluation, and Learning Plans is a specialized course designed to equip professionals with the knowledge and skills necessary to design robust monitoring, evaluation, and learning (MEL) frameworks for projects and programs. Participants will learn the fundamentals of MEL planning, including setting clear objectives, defining indicators, and selecting appropriate data collection methods. The course will cover techniques for conducting systematic monitoring activities to track progress, evaluating outcomes against predefined criteria, and leveraging findings for continuous improvement and organizational learning. Through practical exercises, classroom-based teaching, and interactive discussions, participants will gain hands-on experience in developing customized MEL plans tailored to different organizational contexts and project requirements, ensuring effective decision-making and accountability throughout the project lifecycle.

Program Evaluation

Tellus Mater's offers program evaluation services to systematically assess the effectiveness, efficiency, and impact of their programs and initiatives. These services involve designing and conducting evaluations using rigorous methodologies tailored to specific program goals and objectives. Program evaluators collect and analyze quantitative and qualitative data through methods such as surveys, interviews, focus groups, and document reviews to assess program outcomes and identify areas for improvement. By examining program implementation processes, stakeholder engagement, and adherence to best practices, evaluators provide actionable insights and recommendations for enhancing program performance and achieving desired outcomes. Through comprehensive reporting and stakeholder engagement, program evaluation services support organizations in making informed decisions, optimizing resource allocation, and demonstrating accountability to funders, stakeholders, and beneficiaries.

Barrier and Root Cause Analysis

Barrier and Root Cause Analysis Service offers organizations a complete approach to identifying and addressing obstacles that impede operational efficiency and effectiveness. This service employs structured methodologies and tools such as individual and focus group interviews, survey, Delphi Method, review of documents and artifacts, and SWOT analysis to delve deep into the root causes of issues. By systematically collecting and analyzing data and collaborating closely with stakeholders, our service helps uncover underlying challenges and develop targeted strategies to overcome barriers. Through thorough investigation, organizations gain actionable insights to enhance decision-making, optimize processes, and foster a culture of continuous improvement. Our Barrier and Root Cause Analysis Service aims to empower organizations to proactively identify issues, address challenges, improve performance outcomes, and drive sustainable growth.



Employee Experiences Assessment

Employee Experiences Assessment Service provides organizations with a structured approach to evaluating and enhancing employee satisfaction, engagement, and well-being within the workplace. This service utilizes a combination of surveys, interviews, focus groups, and observational assessments to gather integrated insights into the employee experience. By examining factors such as organizational culture and climate, leadership effectiveness, workload balance, and career development opportunities, our service helps identify areas of strength and opportunities for improvement. Through tailored analysis and actionable recommendations, organizations can implement initiatives that foster a positive work environment, enhance employee morale, and ultimately increase productivity and retention. The Employee Experiences Assessment Service is designed to support organizations in cultivating a workplace where employees feel valued, motivated, and empowered to contribute to organizational success.

DEIA Landscape Assessment

DEIA (Diversity, Equity, Inclusion, and Accessibility) Landscape Assessment Service provides organizations with a thorough evaluation of their current practices, policies, and culture related to DEIA principles. This service employs a structured approach to gather qualitative and quantitative data, including surveys, interviews, and document reviews, to assess the organization's commitment to diversity, equity, inclusion, and accessibility. By analyzing factors such as representation, inclusivity in decision-making processes, accessibility accommodations, and cultural competence, our service identifies strengths, gaps, and opportunities for improvement. Through customized reports and strategic recommendations, organizations gain actionable insights to foster a more inclusive and equitable workplace culture, enhance employee engagement, and strengthen their reputation as socially responsible entities committed to DEIA principles. The DEIA Landscape Assessment Service aims to support organizations in creating environments where all individuals feel valued, respected, and empowered to thrive.

Literature and Desk Review

Tellus Mater offers literature and desk review services providing comprehensive analyses and synthesis of existing research, documents, and publications relevant to specific topics or fields of interest. These services involve systematic searches and reviews of academic journals, reports, policy documents, and grey literature to identify key findings, trends, gaps, and best practices. Through rigorous analysis and critical appraisal, our literature and desk review services generate insights that inform decision-making, policy development, program planning, and research agendas. By synthesizing diverse sources of information and presenting findings in accessible formats, these services support organizations in staying abreast of current knowledge, conducting evidence-based assessments, and advancing understanding in their respective fields.



Individual and Group Interviews (in multiple languages)

Individual Interview Services provide organizations with a structured approach to gathering in-depth insights from individual participants on specific topics or issues. This service employs qualitative research methodologies to conduct one-on-one in-person or virtual interviews, ensuring confidentiality and creating a conducive environment for open dialogue. By utilizing probing questions and active listening techniques, our interviewers help uncover nuanced perspectives, personal experiences, and detailed narratives that may not emerge in group settings. Through rigorous analysis and thematic coding, organizations gain valuable qualitative data to inform decision-making, policy development, or organizational strategy.

Group Interview services offer organizations a collaborative platform to gather perspectives and insights from multiple participants simultaneously. This service utilizes qualitative research methods, such as focus groups or panel discussions, to facilitate interactive discussions among a select group of individuals. By leveraging group dynamics and facilitation techniques, our service encourages participants to share diverse viewpoints, and debate ideas on key topics or issues. Through structured moderation and thematic analysis, organizations gain comprehensive qualitative data that capture collective opinions, trends, and shared experiences, providing valuable insights for strategic planning, program evaluation, or organizational development initiatives.

Culture and Climate Surveys (with periodic pulse checks)

Culture and Climate Surveys, including periodic pulse checks, provide organizations with valuable insights into their workplace environment, employee perceptions, and organizational health. This service involves administering surveys designed to assess factors such as organizational culture, employee engagement, job satisfaction, diversity and inclusion, and overall climate. Periodic pulse checks supplement regular surveys by offering real-time feedback on emerging issues or changes in employee sentiment. Through customized survey design, data collection, and analysis, organizations gain actionable insights to identify strengths, pinpoint areas for improvement, and track progress over time. By fostering a culture of continuous feedback and responsiveness, Culture and Climate Surveys support organizations in enhancing workplace dynamics, promoting employee well-being, and driving organizational effectiveness and growth.

Course Delivery Options & Pricing

Tellus Mater offers pre-developed “off-the-shelf” courses that are convenient and can be delivered immediately. We offer standard pricing for off-the-shelf courses that are based on length of the course (half-day, full-day, multi-day) and delivery model (in-person or virtual). Most courses are available at all lengths and delivery models. Tellus Mater’s highly skilled and experienced curriculum team is also available to customize the “off-the-shelf” courses or develop new, custom courses. Pricing varies on length of course and delivery model (in-person, virtual or hybrid).

Course Delivery Options

Tellus Mater International Training and Assessment Collective delivers its courses in three formats: in-person, virtual (synchronous and asynchronous) or as a hybrid combination.

Course lengths range include half, full, or multi-day options based on the depth and breadth of the learning outcomes. In addition to purchasing single courses, our courses can be clustered into learning programs including our multi-day options of:

- Executive Leadership Program
- Leadership Development Program for Supervisors
- Leadership Development for Aspiring Leaders Program
- Diversity, Equity, Accessibility and Belonging
- Foundations of Global Health Program
- Introduction to Research Program

Half-Day Courses (3 to 4 hours)	
In-person	\$5,000 plus travel expenses
Virtual	\$5,000
Multiple, in-person (5 or more courses)	\$4,000 plus travel expenses
Multiple, virtual (5 or more courses)	\$4,000
Customization of off-the-shelf courses	\$1,000

Full-Day Courses (6 to 7 hours)	
In-person	\$10,000 plus travel expenses
Virtual	\$10,000
Multiple, in-person (5 or more courses)	\$8,000 plus travel expenses
Multiple, virtual (5 or more courses)	\$8,000
Customization of off-the-shelf courses	\$1,500

Courses on new topics developed for a specific client range based on delivery format, topic, instructional strategies, and length of course.

We at Tellus Mater are excited about the prospect of collaborating with you to design customized training and assessment solutions that perfectly fit the needs of your agency or organization. Our team is dedicated to delivering excellence with a personal touch, ensuring quick responses and a collaborative approach every step of the way.

Meet Our Leadership Team

Please do not hesitate to reach out with any questions or ideas you may have—we are here to help and eager to assist you in achieving your goals. We look forward to the opportunity to work together and create impactful learning experiences that drive success.

Connect With Us



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