



BROWNING ENTERPRISES, LLC
BE THE CHANGE YOU SEEK

BE PREPARED: PROJECT MANAGEMENT

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CEO of BE Browning Enterprises, LLC
www.browningenterprisesllc.com

Empowering Your Mission

NONPROFIT SERVICES

Our Nonprofit Services ensure your organization thrives while focusing on making a difference. We provide comprehensive support to maximize impact and sustainability.

501(c)(3) Paperwork Preparation

Assistance with filing for nonprofit tax-exempt status.

Mission, Vision, and Core Values Creation

Define your organization's core purpose and guiding principles.

Grant Writing & Fundraising Support

Secure vital funding for your nonprofit.

Program Design & Development

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Strategic Planning

Develop long-term goals and strategies.

Annual Report Writing

Showcase your organization's achievements.

Nonprofit Proposal Creation

Tailor-made proposals for partnerships or sponsorships.

Board Development & Training

Strengthen leadership and governance.

Additional hours or tasks will be charged at the hourly rate, \$55/hr

Note: All Retainer Contracts are 3, 6, 9 or 12 month contracts

Elevate Your Business

SMALL BUSINESS DEVELOPMENT

Our Small Business Development Services are designed to help your business grow efficiently, focusing on legal, operational, and strategic success.

Business Registration & Compliance

Ensure legal LLC setup and regulatory adherence.

Strategy Development: Process, Automations, & Systems

Streamline operations and workflows.

Product, Class, or Course Development

Design and structure marketable offerings.

Email Marketing Campaigns

Craft and schedule targeted email strategies.

Document Creation & Management

Organize essential business documents.

Content Calendar Creation (Non-graphics)

Plan consistent, strategic marketing content.

Marketing & Branding Consulting

Build a cohesive brand strategy.

Technology & Systems Setup

Set up CRM, payment systems, and business tools.

SEO and Website Optimization

Improve online visibility and search engine rankings.

Business Health Check

Periodic assessments to ensure operational success.

Additional hours or tasks will be charged at the hourly rate, \$55hr

Note: All Retainer Contracts are 3, 6, 9 or 12 month contracts

Tailored for Business Growth

STRATEGIC DEVELOPMENT SERVICES

Our Small Business Development Services are designed to help your business grow efficiently, focusing on legal, operational, and strategic success.

Business Process Optimization

Streamline workflows for efficiency.

Automations and Systems Implementation

Integrate automation tools to scale business functions.

Growth Strategy Development

Craft sustainable growth plans.

SWOT Analysis

Identify strengths, weaknesses, opportunities, and threats.

Market and Competitive Analysis

Gain insight into industry trends.

Goal Setting & KPI Development

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Change Management Consulting

Guide businesses through strategic changes.

Risk Management

Develop strategies to mitigate risks.

Service Review

Evaluate the effectiveness of your current services and identify areas for improvement.

Pricing Structure Review

Create custom pricing strategies based on market analysis and cost evaluations.

Additional hours or tasks will be charged at the hourly rate, \$55/hr

Note: All Retainer Contracts are 3, 6, 9 or 12 month contracts

SPEAKER DEVELOPMENT SERVICES

Our Speaker Development Services are tailored to support your growth and success as a professional speaker. We offer a comprehensive range of services designed to help you refine your craft, expand your reach, and build a lasting impact:

Signature Speech Development

Craft and refine engaging keynote or workshop presentations.

Speaker Preparation Services

Personalized coaching to prepare you for specific engagements.

Stage Presence & Delivery Coaching

Enhance your public speaking skills and confidence.

Audience Engagement Strategies

Develop techniques to effectively connect with your audience.

Pitch Development

Create compelling proposals for speaking opportunities.

Booking & Event Management Assistance

Help with securing and managing speaking engagements.

Content Creation Coaching

Guidance on writing blogs, articles, or books to enhance your brand.

Podcast or Webinar Hosting Guidance

Support for launching and managing your own podcast or webinar series.

Speech Topic Development

Brainstorm and develop new speaking topics aligned with industry trends.

Post-Speech Feedback & Improvement Plans

Detailed feedback and personalized growth strategies after your speaking engagements.

Additional hours or tasks will be charged at the hourly rate, \$55/hr
Note: All Retainer Contracts are 3, 6, 9 or 12 month contracts

ADDITIONAL SERVICES

In addition to our core services, we offer a range of programs and tailored solutions to meet your business needs:

Business Bestie Mentorship Program

One-on-one mentorship to guide you through business challenges.

Training and Workshops

Customized sessions to build skills and knowledge.

Event Planning and Coordination

Full-service event management for business events.

Specific Tailored Services

Personalized business solutions based on your unique needs.

Other Services

Additional offerings available on our website.

Additional hours or tasks will be charged at the hourly rate, \$55/hr

Note: All Retainer Contracts are 3, 6, or 12 month contracts

PACKAGES

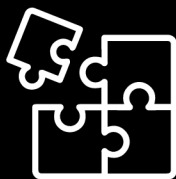
Discover our tailored project management solutions designed to meet your unique business needs with our flexible and comprehensive packages.



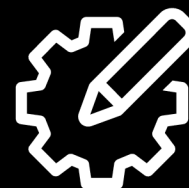
**ELITE
PACKAGE**



**PREMIUM
PACKAGE**



**STANDARD
PACKAGE**



**BASIC
PACKAGE**

Note: All are custom packages.

\$650 /mo

ELITE PACKAGE

12 MONTHS CONTRACT

20-25 HOURS/MONTH

Comprehensive project management from start to finish

Detailed reporting on progress, challenges, and next steps

Risk mitigation and problem-solving strategies

4 Google Meet/Zoom check-ins (1 hr each) per month

Pick 5 Services

Access to all other BE services & classes at a discounted rate

VALUE ADDED FEATURES

On-demand phone/Zoom support for urgent issues

*Custom project reports tailored to client needs
(budget analysis, resource tracking)*

*Post-project retrospective to evaluate
successes and lessons learned*

*Ongoing support for 1-2 weeks post-project to
ensure smooth transitions*

Priority scheduling for meetings and consultations

Additional hours or tasks will be charged at the hourly rate, \$55/hr

Note: All Retainer Contracts are 3, 6, 9 or 12 month contracts

\$550 /mo

PREMIUM PACKAGE

9 MONTHS CONTRACT

15-20 HOURS/MONTH

*Full project oversight, milestone tracking,
and risk management*

Team coordination for smooth collaboration

3 Google Meet/Zoom check-ins (45 mins each) per month

Pick 4 Services

Access to all other BE services & classes at a discounted rate

VALUE ADDED FEATURES

*Quarterly progress reviews to assess and
adjust project strategies*

Access to advanced project management tools

Detailed performance metrics reports

*Customizable project dashboard tailored to
your specific needs*

Additional hours or tasks will be charged at the hourly rate, \$55/hr

Note: All Retainer Contracts are 3, 6, 9 or 12 month contracts

\$450 /mo

STANDARD PACKAGE

6 MONTHS CONTRACT

10-15 HOURS/MONTH

*Project planning, resource allocation, and
monthly reporting*

Progress tracking to ensure milestone achievement

2 Google Meet/Zoom check-ins (30 mins each) per month

Pick 3 Services

Access to all other BE services & classes at a discounted rate

VALUE ADDED FEATURES

Priority email support for quick responses to inquiries

*Access to a customized project dashboard for
real-time updates*

*Monthly performance reports
summarizing project progress*

Additional hours or tasks will be charged at the hourly rate, \$55/hr

Note: All Retainer Contracts are 3, 6, 9 or 12 month contracts

\$350 /mo

BASIC PACKAGE

3 MONTHS CONTRACT

3 MONTHS (6-10 HOURS/MO)

Task management and oversight of key tasks

Bi-weekly progress updates and timeline adjustments

1 Google Meet/Zoom check-in (30 mins) per month

Pick 2 Services

Access to all other BE services & classes at a discounted rate

VALUE ADDED FEATURES

Initial consultation (1 hour) to understand your project goals.

Access to a private resource hub with project templates and tools

Additional hours or tasks will be charged at the hourly rate, \$55/hr

Note: All Retainer Contracts are 3, 6, 9 or 12 month contracts

ADDITIONAL BENEFITS FOR ALL PACKAGES

Included in Basic, Standard, Premium, and Elite Packages

Client Resource Hub: Access to a private online resource hub with templates, guides, and project management tools.

Included in Standard, Premium, and Elite Packages

Discount for Long-Term Contracts: Receive a 5-10% discount when prepaying for 6 months or more upfront

Available in Premium and Elite Packages

Check-In Customization: Flexibility to adjust check-in frequency or focus based on client needs.

Additional hours or tasks will be charged at the hourly rate, \$55/hr

Note: All Retainer Contracts are 3, 6, or 12 month contracts

OUTSOURCED INFORMATION

Additional Fees for Items Outsourced

Graphics Package/Plan

Presentations

Website Management

Video Editing



Julliene Colipano, Virtual Assistant



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+639367270913 (WhatsApp)



BROWNING ENTERPRISES, LLC
BE THE CHANGE YOU SEEK

What are you waiting for? **CONTACT US NOW!**



Elevate your success with BE Browning Enterprises

Expert guidance to help you reach new heights!

SERVICES OFFERED:

- Project Management
- Personalized Mentorship Programs
- Speaker Preparation Services

SESSIONS OFFERED:

- 1-on-1 Sessions
- Group Sessions
- Workshops

PRODUCTS OFFERED:

- Videos and Digital Downloads

Please book all sessions at
www.browningenterprisesllc.com/sessions

www.browningenterprisesllc.com

Contact Information



info@browningenterprisesllc.com



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