

**WENDY LUKE**  
Associate

Wendy Luke has 30 years experience assisting business enterprises, not-for-profit organizations, and government agencies to identify and reduce workforce-related risks. She has (re)aligned human resources strategies to support strategic organizational and business plans. She has also designed and implemented innovative, results-producing, cost-effective programs in recruitment, benefits, management and organization development, and training. Ms. Luke identifies, advises, coaches, and trains senior managers on complex workforce management issues. Ms. Luke founded Luke Weil & Associates in 1990. She is an experienced public speaker. She has been a LEAD Alliance associate for five years.

**KEY SKILL AREAS**

- Business Process Re-engineering
- Compensation Program Design
- Executive Coaching
- Human Resources Consulting
- Organizational/Cultural Change
- Strategic Planning
- Training
- Action Learning Coach

**CONSULTING AND FACILITATION ENGAGEMENTS**

- Conduct staff and organizational assessments. Recommend staffing, policies and programs that strengthen organizational effectiveness and efficiency. Recommend compensation structures that create fair, equitable and market competitive compensation programs.
- Streamline business process procedures, upgrade internal communication programs, conduct and utilize input from focus groups building support base to facilitate operational and culture change (due to refocused business goals, rapid growth or rightsizing/downsizing).
- Revise recruitment strategies to improve workforce skill levels, reduce cost-per-hire and vacancy-to-start date.
- Redesign benefit policies to retain and attract employees while maximizing benefit-dollars-per-employee.
- Facilitate the development and implementation of vision, mission and core values and the behaviors that support them. Help organizations set realistic goals, establish honest communication, motivate their employees, and delight their customers.
- Action Learning Coach to small, diverse groups that need to solve complex problems, build powerful teams, create a culture that can handle change, develop leadership competencies and creativity.
- Write/revise ADA-compliant position descriptions. Design and implement goal-based performance review programs. Conduct staff/management training to increase employee/management understanding and commitment.
- Develop/revise employee handbooks utilizing staff task forces incorporating up-to-date policies. Coach managers to ensure consistent policy application.
- Facilitate conflict resolution dialogues and performance improvement programs. Conduct harassment and diversity-related investigations; design and conduct programs to reinforce harassment-free environments that welcome and incorporate diversity.
- Provide executive coaching to encourage and support executive development.

**EDUCATION AND CERTIFICATIONS**

- BA: Psychology, Wheaton College, Norton, MA
- Finance and Management, The American University, Washington, DC
- Risk Management Certificate

**RECENT CLIENT LIST**

Association for International Practical Training  
Association of State and Territorial Health Officials  
Danya International  
International Spy Museum  
Miller's Office Products  
Mindbank Consulting Group

National Museum of Natural History  
National Children's Museum  
National Museum of the United States Army  
Northern Virginia Association of Realtors  
Northrop Grumman  
Verizon Federal Network Systems LLC

02/09