

## List of Services:

- » **HR Audits/Reports**
- » **Employee and Manager Feedback (issue identification/grievances/complaints/problem areas)**
  - › Surveys
  - › Interviews
- » **Organizational Structure**
  - › Job audits
  - › Workflow studies
  - › Documentation
- » **Employment Agreements/Contracts**
- » **Policy, Procedure and Protocols**
  - › Individual Policy Development
  - › Manuals
- » **Leave Management Systems**
- » **Record-keeping/employee files**
- » **Recruitment System (tools, forms, procedures, training)**
  - › Assisting with recruits
  - › Hiring profiles/Hiring Kits
  - › Interview facilitation
- » **Orientation and Job Training System (tools, forms, procedures, training)**
- » **Salary Management System**
  - › Job analysis
  - › Job evaluation
  - › Salary research/comparisons
  - › Salary grids, policy, procedures
- » **Training & Facilitation**
  - › Management training
  - › Job Training
  - › A host of topics including Customer service/Team
  - › Building/Communication/Interpersonal etc.
  - › A Human Resource Management Firm
- » **Performance Management System (tools, forms, procedures, training)**
  - › Coaching
  - › Career Paths
  - › Enhancement/Development
- » **Discipline (tools, coaching, letters, advice, procedures, training)**
  - › Informal procedures/coaching
  - › Formal procedures
- » **Termination (tools, coaching, letters, advice, procedures, training)**
  - › Employment Standards
  - › Human Rights complaints
- » **Employee counseling, mediation, facilitation**

