

HR CONSULT HR DEPARTMENT SERVICES

HR STRATEGIC PLANNING

HR ADMINISTRATION

MERGER & ACQUISITION

Due Diligence
Cost/Benefit Analysis
Transition Management
Work Force Contingency Planning

ORGANIZATIONAL

Human Capital ROI Analysis
Practices and Methodologies
Structure/Culture Alignment
Human Capital Strategy Alignment
Multi HR Function Consolidation/Integration

POLICIES AND PROCEDURES

Employment
Compensation
Benefits
Employee Relations
Training
Loss Prevention

DOCUMENT CONTROL

Employment
Compensation
Benefits
Employee Relations

LEGAL COMPLIANCE

Employment
Benefits
Compensation
Discrimination
Federal/State/Local
OSHA

HR INFO SYSTEMS

Employment
Compensation
Benefits
Employee Relations
Payroll
Internet and Intranet

LOSS PREVENTION

Safety
Unemployment Claims Management
Injury Cost Management
Medical Claims Management
Medical Plan Development
Provider Management
Safety Award Programs
Occupational Med Provider Management
Work Comp Carrier Mgt
WC Medical Plan Coord
WC Renewals/ Audits
Safety Policy / Procedures
Safety Programs
Implementation/ Training
Light Duty/ Return to Work
Employee Assistance
Employee Wellness
Reproductive Health Policies
Chemical Dependency
Communicable Diseases
Stress Management
Smoking Policies
Safety Promotions
Accident and Injury Investigations
OSHA Injury Reporting
OSHA Administration
Onsite Safety Analysis
Job Site Inspections
OSHA Safety Training
Ergonomics/ Work Hardening
Record Keeping/ Reporting
Safety Program Management
Safety Inspections
Special Safety Considerations

BENEFITS

Benefit Program Design
Benefits Budgeting,
Cost Plan Management
Third Party Benefits Administration
Utilization Reviews
Cost-Benefit Analysis
Plan Coordination
ERISA Compliance
Paid Time Off
Communications
Benefit Software
ESOP
FASB/ IRS Interpretation
Benefits Strategies
Benefit Policies
Paid Time Off Programs
Income Replacement
Deferred Pay
Leaves of Absence
Flexible Benefit Plans
Employee Surveys
Administrative Systems
Funding/ Investment
Legal Compliance Programs

COMPENSATION

Measurable/
Quantitative Job Descriptions
Performance Evaluation Systems
Validated Job Evaluation Systems
Hourly, Compensation Admin
Compensation Managerial Comp
Executive Comp Program Design
Train/Communicate
Bonus/Incentive Strategy, Budgeting
Cost Management
Internal Analysis
External Analysis
Comp Control
Job Design
Job Pricing
Wage/Salary Surveys
Performance Systems
ESOPs
FASB/ IRS Regs

EMPLOYMENT

Recruiting:
Determining Recruitment Needs and Objectives
Recruiting Program Design and Execution
Recruiting And Employment Training
Executive, Specialized and Interim Recruiting
College Recruiting
Employment and Staffing Consultation
Identifying Selection Criteria
Internal Sources
External Sources
Evaluating Recruiting Effectiveness
Affirmative Action Plans
Equal Employment Opportunity Programs
Employment Agreements
Selection:
Pre-Employment Assessments
Selection Assessment
Hiring Procedures/ Practices/Documentation
Employment Documentation / Job Applications
Immigration Naturalization Compliance
Interviewing
Pre-employment Testing
Background Investigation
Medical Examination
Hiring Applicants with Disabilities
Illegal Use of Drugs and Alcohol
Validation and Evaluation of Selection Process
Reverse Discrimination/ Quota Hiring/Merit Hiring
Special Programs to Eliminate Discrimination
Career Planning and Development:
Accommodating Organizational/ Individual Needs
Mobility Within the Organization
Managing Transitions
Retention Program Development
Organizational Exit :
General Counseling and Termination Issues
Layoffs/Reductions-In-Force
Constructive Discharge
Retaliation
Retirement
Employer Defenses Against Litigation
Exit Interviewing
Out placement Programs
Unemployment Cost Control

EMPLOYEE RELATIONS

General:
Employee Suggestion/Assistance Programs
Recognition/ Achievement Awards
Work Teams
Diversity Programs/Associate Surveys
Job Design and Redesign
Participative Management Training
Outplacement Assistance/Exit Interviews
Nonunion Complaint Resolution Programs
Maintaining Nonunion Status:
Union Avoidance Programs and Strategies
Union Decertification Assistance
Employee Union Representation:
(Taft/Hartley Act (1947)
Petitioning for an NLRB Election
Campaign Management/Union Security
Employer Unfair Labor Practices:
Procedures/ Processing - Labor Practices
Interference, Restraint, and Coercion
Employee Discrimination
Membership/Retaliation/Remedies
Union Labor Practices/Strikes/Boycotts:
Responsibility for Acts of Union Agents
Union Restraint or Coercion
Duty of Fair Representation
Unlawful Discrimination by Employer
Excessive/Discriminatory Membership Fees
Strikes/ Boycotts/Strike Preparation
Collecting Bargaining:
Labor Negotiation and Strike Support
Bargaining Issues and Concepts
Negotiation Strategies/Good Faith Requirements
Notice Requirements
Buyout's, Mergers, or Bankruptcy
Enforcement Provisions/Injunctions
Mediation and Conciliation
Managing Organization-Union Relations:
Cooperative Programs
Grievance Processes/Procedures/ Resolution
Public Sector Labor Relations:
Right to Organize
Federal Labor Relations Council
Limits on Strikes/Mediation/ Conciliation

TRAINING

Program Development :
Linking Training to Org Goals, Objectives, and Strategies
Human Capital Development
Funding the Training Function
Cost/Benefit Analysis of Training
Training Needs Analysis
Trainer Selection
Design/ Learning Objectives
Types of Training Programs
Instructional Methods and Processes
Training Facilities Planning
Training Materials
Management Training:
Leadership Training
Management Theory
Participative Management
EEO/AAP Employment Practices
FMLA/ ADA Management
Recruiting/Employment Practices
Retention Tactics
Interviewing and Selection Skills
Employee/Labor Relations
Compensation Program
Generational Management
Diversity Management
Avoiding Lawsuits
Handling Litigious Employees
Termination Practices
Workplace Rights
Harassment/ Hostile Workplace
HR Assessments:
Coaching/ Training/ Promotion Management
Pre-employment Screening
Key Personality Factors
360 Degree
Skills Building
Sales Force/Team
Customer Service Behavioral
Call Center Behavioral
Career

ORG DEVELOPMENT

Organizational Structures
Organization Planning
Organizational Development Cycles
Organizational Culture
Diagnosis/ Intervention
Team Building/Goal Setting
Sensitivity Training
Grid Training
International Cultures
Technological Change
Team Building
Goal Setting
Survey Feedback