



[INSERT AGENCY LOGO]

## ***Critical Human Resource Procedures, Risks, and other Bottom-line Concerns Addressed by HR That Works***

Our Members have access to the best strategies, tools and support to perform the following:

- Assessing Your HR Risks/Costs/Risks/Opportunities**
  - Audits, surveys, HR Cost Calculator, SWOT analysis, HR Department Improvement Plan
- Hiring Great Employees**
  - Applications, forms, quiz builder, interview questions, training module, Webinars, offer letter, contract builder, pre-hire physicals
- Keeping and Motivating Great Employees**
  - Turnover calculator, training module, retention program analysis, survey builder
- Managing Employee Performance**
  - Training module, Webinars, personnel forms, suggestion systems, team building exercises
- Discipline, Termination and Layoffs**
  - Training module, personnel forms, checklists, investigation tools, COBRA forms, *Hotline*
- Managing Employee Leaves- the “Bermuda Triangle”**
  - Training modules- ADA, FMLA, Return to Work, personnel forms, Webinars, *Hotline*
- Leadership, Management and HR Training**
  - Webinars, training modules, special reports, strategic HR program
- Preventing Destructive Employee Lawsuits**
  - Employee handbook builder, *Lawsuit Free!* program, training modules, *Hotline*

*And, there is much, much more including: dozens of stored Webinars, Compliance and Culture newsletter, HRCI and CPE credits available, SharePoint tools, White Papers, Media Library, State Law Summaries, Document Portals, and Strategic HR Tools!*