



HR That Works is designed to build profitable HR practices at companies with 15-500 employees.

Benefits include:

- Improved recruitment and hiring practices. Become the Employer of Choice.
- Substantial increase in employee productivity, teamwork and retention.
- Dramatic decrease in employee lawsuit exposure and other destructive dramas.
- Bottom line improvement. Career enhancement. Peace of mind.

Features include:

- **Personnel Forms and Document Portal** – More than 250 personnel forms, including everything from job applications to performance documents and pre-termination checklists. Add your own documents and training materials to the portal and then give access to your management team!
- **HR Department Audit and Audit Builder** – Automated audit with suggested strategies and tools to improve your HR department. *You can also build your own audits for employees, customers and vendors.*
- **HR Department Improvement Plan** – A 40 step-by-step process for building a powerful HR Department. *Take one step per month and watch the compounded effects on your company.*
- **Lawsuit Free! How to Prevent Employee Lawsuits** – The best nuts and bolts compliance training program in the country. Complete with audio files, forms, reports, streaming video, PowerPoint presentation, quiz and more.
- **Employee Handbook and Employee Contract Builders** – These easy to use programs will help create or improve your employee handbook and draft employment agreements.
- **Employee Surveys and Survey Builder** – Written and online surveys designed to unearth critical knowledge lying dormant within your organization. *Build customized employee and customer surveys too!*
- **Special Reports, White Papers and Book Summaries** – More than 80 concise summaries of the most significant compliance and personnel management issues facing every company.
- **Training Modules and Tracking** – Easy-to-use and customizable PowerPoint presentations including trainer's notes, handout, audit, report, forms, and a quiz. Every module also comes in streaming video format you can watch any time. Subjects include hiring, retention, culture, diversity, harassment, managing leaves, performance management, termination wage and hour, and more. Great for lunch and learns. *You can also create, assign and track training plans.*
- **Compliance and Management Quizzes** – Automated quizzes for the assessment and training process. *You can build your own online quizzes too.* For example, hiring, orientation or customer quizzes.
- **Risk Management Models** – Eight separate case scenarios that act as risk management fire drills. Complete with related forms and suggested approaches.
- **Compliance & Culture Newsletter** – A visually pleasing, easy to read, newsletter with unique insights, strategies and tools. Comes in MP3 format too for easy download.
- **Strategic HR Tools** – This special section is designed to grow the HR career. Unique tools for assessing and increasing the value of the HR executive, whether they are part-time or full time.
- **Monthly Webinars** – Every month we conduct a one-hour live Webinar with a legal or management expert on today's hot subjects. Most are approved for HRCI and CPE credits. *More than 45 hours of excellent Webinar content is stored in both Video and MP3 formats and available at no extra cost!*
- **New Member Training** – We continuously offer this live one-hour Webinar for our new Members to learn this powerful program. There is also video training library, User Manual and call-in support available.
- **Legal Hotline** – If you ever have a legal or HR question we have partnered with the Worklaw® Network to answer it *for free*. This service alone is worth getting your membership today!

To learn more or begin your HR That Works Membership today, contact us at (800) 234-3304 or don@hrthatworks.com. You'll be glad you did!