

## Key Services

### Standard Services

- Benefit Plan Review and Development
- Recruitment Assistance
- Compliance Assessments
- Employee Relations Assistance
- Training Plan Development
- Employee Satisfaction Assessment
- Conflict Resolution
- Internal Investigations
- Meeting Facilitation

### Tools/Systems

- Job Descriptions
- Policies and Procedures
- Forms and Documents
- Compensation Systems
- Employee Reward Systems
- Incentive Plan Systems
- Performance Management Systems

### Training

- Compliance Issues
- Benefits Administration Skills
- Performance Documentation
- Interviewing Skills
- Record-keeping Practices
- Employee Development Skills
- Project Management

### Executive Services

- Employee Retention Strategies
- Organizational Development
- Succession Planning
- Change Management
- Retreat Facilitation
- Strategic Planning

### Pricing

- Initial one-hour consultation is free of charge
- Customized project-based pricing