

The HR Power Centre and Hot Line

....Because HR Happens

June, 2011

Design Features

- Designed to provide smaller businesses everything needed for effective people management
- Access to senior HR Professional via Hot Line
- System and event based
- Easy to access; simple to use; affordable
- Regular updates

The HR Basics

- Contains all the guides, documents, tools, forms and direction smaller businesses need to implement a basic but effective HR system:
 - Preparing job descriptions
 - Setting performance objectives
 - Setting up the performance review process

Managing HR Events

- Hire better people
- Manage poor performance effectively
- Use structured disciplinary processes
- Improve supervisory/management skills
- Treat employees fairly using Policy Guide/Code of Conduct
- Manage compensation issues
- Conform to legal requirements – Manage risk
- **When in doubt, use the Hot Line to ask a senior HR professional for guidance**

Six Key Modules

- HR Basics
- Recruitment
- Performance Management
- Pay and Benefits
- Risk Management
- Administration

HR Basics

- People need to know:
 - Why their job exists and how it fits
 - What is expected of them
 - How they will be measured
- In the HR Basics Module we:
 - Prepare job descriptions
 - Set personal objectives
 - Set up the performance review process

Recruitment

- Interviewers can improve their seldom used interviewing techniques
- HR Power Centre's six step approach provides structure to the recruitment process
- High probability of getting a “best fit” hire

Performance Management

- Detailed direction on improving people management skills
- Structured approach to managing poor performance
- Conduct effective performance reviews

Pay & Benefits

- Understand and implement the key components of compensation:
 - Internal equity
 - External competitiveness
- Understand key concepts around Group Insurance benefits and implementation steps

Risk Management

- Smaller businesses need to conform to legal requirements

Eight risk areas covered:

- Employment equity
- Employment law
- Health and safety
- Human rights
- Pay equity
- Privacy legislation
- Termination management
- Union free strategies

Administration

- Treat people fairly and consistently at work using:
 - Complete policy guide available with one click
 - Additional policies available if you need them
 - Code of business conduct available with one click

Directions and Documents

- Over 70 Guides covering every process/procedure
- Over 1500 pages of downloadable documents
- Over 275 FAQs and growing

HR Hot Line

- Instant access to a senior HR Professional
- By phone or email – answers within 24 hours

Talking Suits E-Newsletter

- Professional newsletter published monthly
- Timely articles on People Management
- Invitations to webinars, other events

Why Should Smaller Businesses Subscribe?

- To get answers fast when they're needed
- To implement an effective people management system that:
 - Lowers people costs
 - Develops people management skills
 - Improves employee performance/productivity
 - Improves financial performance



Turn On The HR Power Centre!

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