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## OUR MOST POPULAR SERVICES

Workforce Resource & Management Group provides more than 80 service programs in human resources. There are a handful of services that most of our clients request on a regular basis:

**RETAINER PROGRAMS:** Our Retainer program offers the most consistent impact in business results at the best value. Our monthly engagements are offered at 40% less in cost than our single projects for development. Our retainer clients are not tied into a long-term agreement, yet our client retention through retainers exceeds 90%. Every program we offer is available for our retainer clients.

**EMPLOYEE HANDBOOK:** The handbook policies comply with state and federal employment laws. Additionally, our customized versions provide specific company policies that apply to all employees for consistent human resources operations, direction and a platform for accountability. This project is essential for every company regardless of size or industry.

**LEGAL CONSULTATION:** Most small businesses are not able to afford the cost of hiring an experienced human resources manager at \$80,000 per year to provide expert consultation for employment law matters. Both small and large companies are often burdened to seek out expert legal consultation at costs ranging from \$300 to \$500 per hour. Our clients enjoy expert legal consultation with Workforce retainers through our expert HR Consultants and our Employment Attorneys at no additional cost.

**JOB DESCRIPTIONS:** This Program is often overlooked by small companies and poorly crafted by larger firms. We develop job descriptions that align with our client's business objectives and their performance management system, providing genuine clarity to every employee. The job description has many levels of importance, but none greater than providing a system to maximize clear business results through workforce personnel.

**PERFORMANCE MANAGEMENT:** This Program integrates with the Job Description, Employee Handbook and Operating Policies and Business Objectives. We create a system to support and measure performance results so our clients see growth in employee productivity, consistency and revenue generating contributions. The system provides a fair and consistent method to coach and/or terminate those employees that do not perform at company standards.

**WAGE & SALARY PROGRAM:** The Wage & Salary Program provides a careful study of competitive salaries for each position. We create a matrix for the entire employment process of employees with wage milestones for starting salaries, midpoint and maximum per salary grade. We design an administration guide for consistent application of this program. The Wage & Salary program integrates with promotions, demotions, new hires and all aspects of the employment cycle.

**MANAGEMENT & STAFF TRAINING:** We offer many continuous learning seminars and workshops for our clients. Such programs improve competencies and performance for the entire organization. We also provide programs that meet employment legal compliance. No program will support business growth more effectively than an on-going training environment.