



Human Resource Consulting Services for ITPA Members

Free Member Services

As a valued member of ITPA the following professional human resource management consulting services are available to you through the professional human resource management consulting and legal staff at **no charge**.

- **Telephone, E-mail and Research Assistance** – A hotline is provided to each member with no daily, weekly or monthly time limit to discuss HR questions and needs.
- **Analysis and Review of Your Personnel Policies, Work Rules and Employee Handbooks.** (\$250)
- **SESCO Communications** – You will receive SESCO's monthly newsletter, SESCO's weekly updates and other timely and proactive communications on management and human resource matters.
- **Priority service** at reduced fees for requested consulting projects.
- **Federal and State Posters** – Special pricing on federal and state poster kits (\$19.95 per federal poster, \$19.95 per state poster kit).

Become a Preferred Client

| | Free | |
|---|----------------|---|
| Unlimited telephone, email and research assistance | ✓ | ✓ |
| The SESCO Report, SESCO's monthly newsletter | ✓ | ✓ |
| Review and analysis of employee handbooks and policies | \$250 | ✓ |
| Federal and State employment posters | | ✓ |
| One onsite Human Resource Audit with report per year | | ✓ |
| Harassment training provided to managers as required by law | | ✓ |
| Industry Specific Human Resource Guide | | ✓ |
| One low monthly fee | As low as \$40 | |



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Founded in 1945, SESCO's client base includes employers in all industries. We are very proud of our complete "toolbox" of consulting services which has been developed based on practical, hands-on experience.

Please FAX this form to: (423) 764-5869

Attention: Bill Ford

Name _____

Title _____

Organization _____

Address _____

City/State _____ Zip/Postal Code _____

Phone _____ Fax _____

E-mail _____ Website _____

Please send me information on the following SESCO service(s):

- **Leadership Development**
 - SESCO Leadership Series
 - Vital Learning Training
 - Vital Online/E-Learning
 - Audio Seminars
 - Customized Training Development
 - Train the Trainer
 - EEO
- **Human Resource Management Systems**
 - Customized Employee Handbooks
 - Compensation Systems
 - Performance Management/Appraisal
 - Career Pathing/Succession Planning
 - Criteria-based Job Descriptions
- **Workplace Culture**
 - Culture Assessments/Identification
 - Satisfaction Surveys/Benchmarking
 - Transition Plans
 - Diversity Awareness Training
 - Change Management
- **Forms and Publications**
 - Personnel Forms
 - Employment Kits
 - Federal and State Posters
 - "Human Resources Guide for the Industry"
 - Compliance Manuals
- **Employment Law Compliance**
 - Compliance Assessments
 - Representation Before Department of Labor and EEOC
 - Required Training (Sex Harassment)
 - Wage-Hour Investigations
 - Affirmative Action Programs
- **Recruitment and Retention**
 - Turnover Analysis
 - Screening and Hiring Systems/Training
 - Industry Specific Applicant Assessment Tools
 - Employee Satisfaction Surveys (On/Offsite)
 - Retention Strategies
- **Organizational Development**
 - Team Development
 - Individual Assessment/Coaching
 - Management Assessment/Appraisal
 - Benchmarking
 - Family Business
- **Service Agreement**
 - Telephone/E-mail Hotline/Research
 - HR Compliance Assessments/Consulting Onsite
- **Labor Relations**
 - Union Vulnerability Assessments
 - Union Campaigns (96% Win Ratio)
 - Labor Contract Negotiations
 - Prevention/Management Training