



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 SESKO's monthly newsletter, SESKO'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 SESKO Report, SESKO'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):

- | | |
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| <ul style="list-style-type: none">• Leadership Development<ul style="list-style-type: none"><input type="checkbox"/> SESCO Leadership Series<input type="checkbox"/> Vital Learning Training<input type="checkbox"/> Vital Online/E-Learning<input type="checkbox"/> Audio Seminars<input type="checkbox"/> Customized Training Development<input type="checkbox"/> Train the Trainer<input type="checkbox"/> EEO• Human Resource Management Systems<ul style="list-style-type: none"><input type="checkbox"/> Customized Employee Handbooks<input type="checkbox"/> Compensation Systems<input type="checkbox"/> Performance Management/Appraisal<input type="checkbox"/> Career Pathing/Succession Planning<input type="checkbox"/> Criteria-based Job Descriptions• Workplace Culture<ul style="list-style-type: none"><input type="checkbox"/> Culture Assessments/Identification<input type="checkbox"/> Satisfaction Surveys/Benchmarking<input type="checkbox"/> Transition Plans<input type="checkbox"/> Diversity Awareness Training<input type="checkbox"/> Change Management• Forms and Publications<ul style="list-style-type: none"><input type="checkbox"/> Personnel Forms<input type="checkbox"/> Employment Kits<input type="checkbox"/> Federal and State Posters<input type="checkbox"/> "Human Resources Guide for the Industry"<input type="checkbox"/> Compliance Manuals | <ul style="list-style-type: none">• Employment Law Compliance<ul style="list-style-type: none"><input type="checkbox"/> Compliance Assessments<input type="checkbox"/> Representation Before Department of Labor and EEOC<input type="checkbox"/> Required Training (Sex Harassment)<input type="checkbox"/> Wage-Hour Investigations<input type="checkbox"/> Affirmative Action Programs• Recruitment and Retention<ul style="list-style-type: none"><input type="checkbox"/> Turnover Analysis<input type="checkbox"/> Screening and Hiring Systems/Training<input type="checkbox"/> Industry Specific Applicant Assessment Tools<input type="checkbox"/> Employee Satisfaction Surveys (On/Offsite)<input type="checkbox"/> Retention Strategies• Organizational Development<ul style="list-style-type: none"><input type="checkbox"/> Team Development<input type="checkbox"/> Individual Assessment/Coaching<input type="checkbox"/> Management Assessment/Appraisal<input type="checkbox"/> Benchmarking<input type="checkbox"/> Family Business• Service Agreement<ul style="list-style-type: none"><input type="checkbox"/> Telephone/E-mail Hotline/Research<input type="checkbox"/> HR Compliance Assessments/Consulting Onsite• Labor Relations<ul style="list-style-type: none"><input type="checkbox"/> Union Vulnerability Assessments<input type="checkbox"/> Union Campaigns (96% Win Ratio)<input type="checkbox"/> Labor Contract Negotiations<input type="checkbox"/> Prevention/Management Training |
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