



**JMT &**  
Associates, LLC

*Human Resources & Safety Consulting*

(330) 231-1688 • (309) 423-3085 (fax)  
jmt@jmt-associates.com • www.jmt-associates.com

## Human Resources Program

### Benefits

- Reduce your business risks.
- Save you money.
- Eliminate hassles from your business.
- Solve your “people” problems.
- Improve employee morale.

### Program Services

- Conduct an on-site comprehensive Human Resources assessment of your current business practices. Provide written report comparing to “best” business practices.
- Develop a Human Resources roadmap of business improvement activities.
- Prepare/update the Employee Handbook.
- Conduct two (2) site visits per year to assist with the Human Resources roadmap activities and provide training for your Human Resources representative.
- Conduct one (1) employee training session per year from available topics. Sample topics include: supervisor development, employee discipline and termination, employee performance appraisal program, employee retention, harassment-free workplace, Americans with Disabilities Act, and stress management.
- Provide regulatory updates, as required.
- Phone and email support for Human Resources related questions and concerns.

### Features

- Customized to fit your specific Human Resources needs.
- Low start-up investment.
- Annual program with low monthly payment plan based on the number of employees.
- Discount available when combined with the Employee Safety and Health program.

**EMPLOYEES: OUR GREATEST ASSET!**

Human Resources Program Flyer (monthly)