

We at Strategic Talent Management have found that our clients have a need to establish reliable, timely, and cost effective support in solving day-to-day people challenges. This program was designed to provide our small to mid-size business clients access to HR support on a monthly retainer basis.

Assistance with common HR functions:

- Employee handbooks
- Policies and procedures
- · Employee communication
- · Organizational development
- Training and development needs assessments

Recruiting support:

- Interview coaching including structuring questions and the selection process
- Job Descriptions
 - Define duties and required qualifications
 - Specify KSA's necessary to be successful in the role
 - Establish benchmarks and expectations
- Job ads that attract the right candidates for the job and for your culture

Easy access to consultation on:

- General people management
- · Culture and "fit"
- Performance management
- Managing remote workers
- Talent management strategies
- Succession planning
- Conflict resolution

Complimentary services:

- · Access to STM resources (tools, templates, videos, etc.)
- Updates to your Culture & Management Study as your leadership team evolves
- Periodic employee surveys
- · Regular check-ins
- Exit interviews
- Candidate experience audits

Contact Strategic Talent Management today to discuss your HR support needs and how we can help solve your people challenges.



(207) 373-9301 solutions@strategictalentmgmt.com www.strategictalentmgmt.com