



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.
- We are your HR expert.

Program Services

- Conduct an on-site comprehensive Human Resources assessment of your current business practices. Provide a written report comparing to “best” business practices.
- Develop a Human Resources roadmap of business improvement activities.
- Prepare/update the Employee Handbook.
- Conduct regular site visits to assist with the Human Resources roadmap activities and provide training for your Human Resources representative.
- Conduct employee training sessions based on your company needs. 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.
- Receive quarterly informational e-newsletter.
- 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.
- Discount available when combined with our Employee Safety and Health program.

EMPLOYEES: OUR GREATEST ASSET!

Human Resources Program Flyer

829 N. Geyers Chapel Road / Wooster, Ohio 44691