

# TrendLine Consulting Services

your human resources resource

**DO YOU LACK THE TIME OR EXPERTISE TO EFFECTIVELY MANAGE YOUR HUMAN RESOURCES?**

## *We Can Help!*

Since 1987, TrendLine has been providing human resources consulting assistance to businesses just like yours **throughout Thunder Bay and Northwestern Ontario**. Here are just some of the ways our qualified Consultants can help you.

<i><b>YOUR HUMAN RESOURCES NEEDS:</b></i>	<i><b>OUR AREAS OF HR EXPERTISE:</b></i>
<b>HIRING THE BEST PEOPLE</b>	<ul style="list-style-type: none"> <li>▪ Workforce Planning</li> <li>▪ Conducting Job Analysis / Workload Distribution Studies</li> <li>▪ Identifying Selection Criteria</li> <li>▪ Designing Competency-based Criteria</li> <li>▪ Structuring the Screening Process</li> <li>▪ Screening Applicants</li> <li>▪ Formatting Interview Guides</li> <li>▪ Reference Check Forms</li> <li>▪ Written Offers of Employment</li> </ul>
<b>COMMUNICATING YOUR EXPECTATIONS</b>	<ul style="list-style-type: none"> <li>▪ Strategically Aligned HR Goals &amp; Objectives</li> <li>▪ Job Descriptions</li> <li>▪ Policy Development &amp; Implementation</li> <li>▪ Employee Handbooks</li> <li>▪ Orientation / On-Boarding Checklists</li> <li>▪ Training Programs / Job Aids</li> </ul>
<b>MANAGING INDIVIDUAL PERFORMANCE</b>	<ul style="list-style-type: none"> <li>▪ Individual Development Plans</li> <li>▪ Coaching for Improved Employee Performance</li> <li>▪ Performance Appraisal System Development</li> <li>▪ Multi-point Feedback Tools</li> <li>▪ Stepped Discipline Chart</li> <li>▪ Warning Letter Templates</li> </ul>
<b>BUILDING HIGH PERFORMING TEAMS</b>	<ul style="list-style-type: none"> <li>▪ Team Performance Evaluations</li> <li>▪ Attitude Surveys</li> <li>▪ Setting Team Parameters</li> <li>▪ Facilitated Group Process</li> <li>▪ Consensus Team Decision Making</li> <li>▪ Conflict Resolution / Mediation</li> <li>▪ Team Interventions</li> </ul>
<b>COMPLYING WITH MANDATORY REQUIREMENTS</b>	<p><i>Interpretation &amp; Implementation of:</i></p> <ul style="list-style-type: none"> <li>▪ Employment Standards Act &amp; Canada Labour Code</li> <li>▪ Human Rights Legislation including Duty to Accommodate</li> <li>▪ OHSA &amp; COHSR – Violence &amp; Harassment in the Workplace – Risk Assessments, Training, and 3<sup>rd</sup> Party Investigations</li> <li>▪ AODA - Customer Services Standards</li> <li>▪ Pay Equity Legislation</li> <li>▪ Employment Equity, if applicable</li> </ul>

***For more detailed information, please contact us directly:***

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