



HRanswerbox™



# HR ANSWERBOX SERVICES + SOLUTIONS

## HR CONSULTING

### ***VIRTUAL HR SERVICE***

Get quick, reliable answers to your HR questions.

Many small businesses spend up to one full-day each week working through HR issues – that’s over 400 hours or 10 weeks per year! In many cases, this time could be reduced by enlisting the support of a highly trained HR expert.

We’re here to help.

Our Virtual HR Service gets you the information you need, so you can get back to running the business.

## WHAT'S INCLUDED:

### • EXPERT HR ADVICE WHEN YOU NEED IT

Clients receive unlimited access to our team of certified HR advisors from 8 a.m. to 8 p.m. ET, Monday through Friday. HR advisors give straightforward answers and guidance on questions from basic compliance to complex workplace issues. HR advisors have an average of 16+ years of experience and know HR compliance for all 50 states. The response time is guaranteed to be one business day or less, with most basic questions answered within 2 hours of the request.

**Value: \$6,000**

### • HR SUPPORT CENTER

Stop searching online for HR answers and sample HR documents. Our HR Support Center is loaded with actionable, easy-to-use custom templates, federal, state, and local laws, checklists, an employee handbook builder and more. It's regularly audited and maintained by our team, so that's one less thing for your to-do list.

You'll also receive email alerts when employment laws change and a monthly newsletter with HR-related content.

**Value: \$5,000+ (the handbook alone is worth \$2,000)**

### • OPTIONAL MONTHLY CHECK-IN CALLS

To discuss ongoing and long-term HR initiatives and challenges. Calls can be scheduled via our online calendar system so it's convenient for you. \*Calls will be quarterly for organizations with 4 or less employees.

**Value: \$3,000**

This is a subscription service billed monthly or annually to your credit card based on your current employee headcount. Prices start at \$200 per month. To learn more about pricing and to sign up for Virtual HR Service, please visit <https://virtualhrservice.com/>.

We also take on a limited number of larger scale HR consulting projects each year in the areas of employee relations, HR audits, recruitment, and performance management. Please email [amanda@hranswerbox.com](mailto:amanda@hranswerbox.com) for a personalized quote.

## TRAINING

### NEW MANAGER BOOTCAMP

**\$997 PER PERSON**

Our flagship training program for new managers is a six-week virtual learning experience that takes new people leaders from feeling uncomfortable and overwhelmed to confident in their abilities to lead teams. Details about the curriculum are available at <https://newmanagerbootcamp.com/>. We offer discounted registrations for companies who are enrolling more than 3 managers into the program.

We also offer a live, one-day mini version of New Manager Bootcamp. For details on this format, please email [amanda@hranswerbox.com](mailto:amanda@hranswerbox.com).

Currently available courses:

- Brilliant Brainstorming: Incorporating Creativity and Collaboration into Your Teams
- Team Success Sessions (team building and team communication)
- Working Remotely
- Emotional Intelligence
- Leading + Coaching Your Dream Team
- Maximizing Your Productivity
- Employment Law for Managers

**Courses start at \$1,000 for one-hour webinars.**

Need something specific for your organization? Let us know if we can create a custom training solution for your workplace! Email [amanda@hranswerbox.com](mailto:amanda@hranswerbox.com) to set-up a time to discuss your training needs.

## WORKPLACE INVESTIGATIONS

**WE'RE HERE WHEN YOU NEED US.**

It's difficult to predict when you'll need assistance with a workplace investigation, but we're here when you need us. Most small businesses aren't prepared to effectively handle investigating an employee claim of harassment, discrimination or workplace bullying. Our extensive HR expertise allows us to guide and advise you through the entire process. As an unbiased and impartial third party, we conduct interviews with all employees and managers who may have relevant information about the allegation, we do a thorough analysis of the data collected and prepare a detailed report with our findings and recommendations. We have extensive experience in conducting investigations on behalf of employers and law firms.

**Investigations start at \$4,000**

## TALENT OPTIMIZATION

Talent optimization is a four-part discipline you can use to align your business strategy with your people strategy for optimal business results. Driven by the application of people data, you can diagnose the root cause of business challenges, design a competition-crushing organization, hire top talent, assemble high-performing teams, develop leaders, and boost employee engagement and performance.

HR Answerbox helps businesses determine if their leadership, teams and culture are well-suited and aligned to their business strategy. We then leverage the best talent optimization tools to help these organizations hire the right people, manage and inspire them to achieve maximum business results as fast as possible.

**Packages start at \$6,000**