



Exclusive Human Resource Consulting Services for PMA Clients

As a valued client of PMA, the following professional human resource management consulting services are available to you through SESCO's Certified human resource management consulting and legal staff.

Services Provided at No Charge

- **Telephone, E-mail and Research Assistance** – A hotline is provided with no maximum time limit to discuss HR/Employment Law questions and needs. 423-764-4127; sesco@sescomgt.com
- **SESCO Communications** – You will receive SESCO's newsletter, SESCO's weekly updates and other timely and proactive communications on management and human resource matters.

Services Provided at Reduced Fees

- **Analysis and Review of Your Personnel Policies, Work Rules and Employee Handbooks.** \$250.00 – includes a thorough follow-up report with staff recommendations.
- **Federal and State Posters** – Special pricing on federal and state poster kits (\$19.95 per federal poster, \$19.95 per state poster kit).
- **Priority service** at reduced fees for requested consulting projects.



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(423) 764-4127
(423) 764-5869 (Fax)

web site: www.sescomgt.com
e-mail: sesco@sescomgt.com



Founded in 1945, SESCO's client base includes employers in all industries and all states. We are very proud of our complete "toolbox" of consulting services which has been developed based on practical, hands-on experience.

Please FAX this form to: (423) 764-5869

Attention: Bill Ford or bill@sescomgt.com

Yes, I would like to find out more.

Have a professional consultant call me today.

Name _____

Title _____

Organization _____

Address _____

City/State _____ Zip/Postal Code _____

Phone _____ Fax _____

E-mail _____ Website _____

Please send me information on the following SESCO service(s):

- **Leadership Development**
 - SESCO Leadership Series
 - Vital Learning Training - Leadership
 - Sales
 - Customer Service
 - Labor and Employment Law
- **Human Resource Management Systems**
 - Customized Employee Handbooks
 - Compensation Systems
 - Performance Management/Appraisal
 - Career Pathing/Succession Planning
 - Criteria-based Job Descriptions
- **Workplace Culture**
 - Culture Assessments/Identification
 - Satisfaction Surveys/Benchmarking
 - Diversity Awareness Training
 - Change Management
- **Forms and Publications**
 - Personnel Forms
 - Employment Kits
 - Federal and State Posters
 - "Human Resources Guide"
 - Compliance Manuals
- **Employment Law Compliance**
 - Compliance Assessments
 - Representation Before Department of Labor and EEOC
 - Required Training (Sex Harassment)
 - Wage-Hour Investigations
 - Affirmative Action Programs/OFCPP Investigations
- **Recruitment and Retention**
 - Turnover Analysis
 - Screening and Hiring Systems/Training
 - Industry Specific Applicant Assessment Tools
 - Employee Satisfaction Surveys
 - Retention Strategies
- **Organizational Development**
 - Team Development
 - Individual Assessment/Coaching
 - Management Assessment/Appraisal
 - Succession Planning
 - Family Business Succession Planning
- **Labor Relations**
 - Union Vulnerability Assessments
 - Union Campaigns (96% Win Ratio)
 - Labor Contract Negotiations
 - Prevention/Management Training