

ABOUT EXECUTIVE ADVANTAGE, LLC

EXECUTIVE ADVANTAGE provides trusted HR expertise to Missouri businesses. Focusing on the organization, its owners, and office managers/HR specialists, our goal is to introduce and facilitate solid HR practices that meet the legal and performance requirements of today's small to mid-size businesses. We believe this is best accomplished through a series of instructional sessions, reinforced with group application and one-to-one consulting. Clients have found that our format results in a perfect blend of theory and practical application to fit their specific needs. We understand our clients' issues because we have dealt with them along the way!

Organizational strength comes from within the employees themselves and is facilitated by good practice. **EXECUTIVE ADVANTAGE** is committed to assisting companies realize their purpose and vision, building upon the strength of every employee.

Your source of trusted HR Expertise!



Bob is well-known for his ability to create innovative strategies to resolve people and business issues. He's the one you want to call when you're up to your neck in alligators. Bob swam competitively for KU as an undergrad and has his MPA from MU. A gifted trainer, Bob's past executive and management experience includes: Staff Director (Missouri Public-Service Commission, MO); State Training Coordinator (State of Missouri); HR Manager (St. Joseph Hospital, St. Joseph, MO); Director of Training (USAA); US Air Force - Captain; Board Involvement (not for profit, commission).



Doris Scribner has 20+ years experience in organizational development, the majority working with startups through their early growth experiences. Her enthusiasm and "get it done attitude" are key qualities that have benefited organizations in the US and Russia. Her strength is in designing curriculum that brings the out the best in business owners, helping them achieve their dreams. Doris is the President of Executive Advantage and is closely involved with Anchor of Hope Ministry, a Missouri not-for-profit.



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EXECUTIVEADVANTAGELLC.COM/WHO-WE-ARE/



HR PATHWAYS PROGRAM

LEADERSHIP

Understanding how leadership undergirds the HR processes & best practices

- Understanding the purpose of leadership
- Gaining a basic understanding of The Leadership Model
- Understanding your lifestyle and vision roles
- Evaluating your leadership skills
- Determining priority growth areas for your leadership roles.

RECRUITING YOUR STAR PERFORMER

Creating a recruitment process for your organization

- Integrating leadership into your recruitment process
- Understanding the impact of hiring mistakes
- Choosing the right recruitment strategy.
- Writing effective ads
- Preparing legal and effective interview questions
- Preparing a conditional offer letter

JOB DESCRIPTIONS: YOUR ALL PURPOSE FORM

“Building a job description” workshop

- Understanding the all purpose human resources form
- Understanding essential job functions & establishing reasonable accommodation
- Defining the essential job functions
- Establishing the job qualifications requirements
- Developing the summary statement

ONBOARDING YOUR STAR PERFORMER

Creating your onboarding process

- Understanding the benefits of an onboarding process
- Transitioning to psychological ownership
- Getting a grip on critical documents in onboarding
- Gaining a template for the actual onboarding
- Understanding what happens beyond day 1
- Learning how to manage personnel files

PERFORMANCE MANAGEMENT

Creating an effective performance management system

- Understanding the goals of performance management systems
- Understanding the differences between Alternative Evaluation System and the formal performance appraisal
- Learning how to use the BARS template for formal appraisal
- Learning how to use the Coach’s Notes template

COMPENSATING YOUR STAR PERFORMER

Establishing a “Quality of Work Life” compensation plan

- Setting goals for your compensation plan
- Understanding the limits of money and the basics of QWL
- Evaluating the worth of a job
- Determining pay increases
- Building esteem & self-realization through job design
- Setting up a pay grid for your organization



HR PATHWAYS PROGRAM CONT'D

WORKPLACE HARASSMENT

Learning the most recent EEOC guidelines regarding workplace harassment

- Understanding the decision maker's responsibilities to protect employees from harassment and retaliation.
- Understanding what retaliation is and how to prevent it
- Understanding what each of your employees need to know about workplace harassment
- Understanding what your supervisors and managers need to know about workplace harassment
- Understanding the basics of the workplace harassment investigation

WORKING WITH EMPLOYEE PROBLEMS

Learning to diagnose and address performance issues

- Learning to diagnose performance issues, categorizing them into training, systemic and/or behavioral problems
- Learning performance coaching techniques
- Learning what documentation is required to improve performance or to terminate an employee
- Learning the stages required to legally terminate an employee

POLICIES AND HANDBOOKS

Learning basic employment law issues related to policies & handbooks

- Determining your goals for a handbook
- Understanding some basic "do's and don'ts" for handbooks
- Developing policies related to:
 - At-will employment and trial periods
 - Exempt vs. non-exempt employment
 - Code of conduct and misconduct
 - Policies related to the NLRA
 - Statement of commitment & legal obligations
 - Administration of your business
- Determining which policies should be included in your handbook

RISK MANAGEMENT

Evaluating your risk for other employment law issues

- Understanding I-9 Compliance
- Understanding OSHA basics and evaluating OSHA risk
- Understanding your HIPAA obligations
- Understanding employee misclassification and evaluating risk
- Understanding ERISA basics
- Evaluating your E-Verify risk