

The Callery Group is pleased to offer Human Resources consulting services through our partner, Wace & Associates. Wace & Associates specializes in assisting small and mid-sized companies address their HR related issues in a timely and cost effective manner. Whether you have a question regarding how to deal with an under performing employee or you need to establish an incentive plan for your managers and salespeople, Wace & Associates can help. Below is a list of services available through the firm.

CORE SERVICES TO MANAGEMENT

ORGANIZATION MANAGEMENT

- Organizational reviews and audits
- Organizational restructuring

HUMAN RESOURCE MANAGEMENT

- Selection and staffing policies and procedures
- Performance management and measurement systems
- Career development
- Succession planning
- Development of H.R. policies and procedures
- Design and development of orientation programs
- Counsel on termination and employment contracts
- Absentee management programs
- Maintaining the non-union status

HARASSMENT & DISCRIMINATION AWARENESS MANAGEMENT

- Focuses on
 - prevention and education
 - creating awareness
 - creation of policies and procedures to combat potential problems
 - investigation and resolution

COMPENSATION AND REWARD MANAGEMENT

- Pay policy
- Executive compensation
- Custom designed incentive plans
- Custom salary surveys
- Skill and competency based pay
- Job evaluation programs
- Gainsharing plans

INDUSTRIAL & LABOUR RELATIONS

Representation of management in:

- Strategy development
- Certification
- Contract negotiation
- Contract administration
- Grievance handling
- Arbitration

TRAINING AND DEVELOPMENT PROGRAMS

- Needs assessment
- Management training
- Supervisory training
- Negotiation skills
- Team building
- Collective agreement administration

For Callery Group clients, Wace & Associates is offering a flat fee structure of \$250 per hour. Billings are in 15 minute increments, allowing companies to access HR expertise as needed, whether it is a simple telephone consultation or the issue requires a meeting with the clients at their locations.

On larger projects, clients tend to prefer that we develop a proposal with a comprehensive project pricing to ensure there are no surprises.

Please feel free to contact Steve or Ross to assist you with any HR related questions.

