

# 21Oak

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## HR Consulting

Keeping Your Small Business Growing Strong:  
HR Support for Small Businesses, Non-Profits and Start-ups

## 2021 Services

**Email us at:**  
21oakhr@gmail.com

**Call us at:**  
860-805-6461

**Website:**  
www.21oakhr.com



21Oak HR Consulting, LLC helps you to protect your investment, grow your small business and stay on top of the complicated state and federal HR regulations. Services Include:

### HR Process and Procedure

- Auditing HR practices for compliance
- Paid Family Medical Leave help
- Mass Equal Pay Audits
- Handbook creation or review of existing handbook
- Policy creation and/or review
- Necessary HR forms and documents
- Hiring Strategy and creation of On-boarding Process for new hires
- Creation of impactful Job Descriptions for better hires

### Organizational Development

- Succession Planning programs
- Talent Development programs
- Performance Management programs and manager training on performance management
- Employee Retention programs
- Individual employee coaching

### Covid-19 Services:

- Policy creation
- Support for PPP1 and 2
- FFCRA Sick Time
- Employee issues

### Training and Development

- Teambuilding training
- Anti-Harassment training for managers and employees
- DiSC training for managers and teams
- Manager training for new and experienced managers
- Coaching and Mentoring support
- Communications and Active Listening training

### Employee Relations Issues Support and Special Projects

- On-call support for Employee Relations issues and daily HR questions
- Discipline, Performance or Termination meetings
- Special Projects, as needed