

21Oak

HR Consulting

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Keeping Your Small Business Growing Strong:

HR Support for Small Businesses, Non-Profits and Start-ups

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:

2023 Services

HR Process and Procedure

- Auditing HR practices for compliance
- MA/NH Paid Family Medical Leave
- Mass Equal Pay Audits
- Handbook creation or review of existing handbook
- Policy creation and/or review
- Necessary HR forms and documents
- ADA accommodation requests

Hiring and Recruiting

- Creation of impactful Job Descriptions for better hires
- Developing Hiring Strategy with job postings and resume review
- Training on Interviewing Skills
- Candidate phone screens and interviews
- Creation of On-boarding process for new hires

Organizational Development

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

Training and Development

- Talent Development programs
- 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
- Attend Discipline, Performance or Termination meetings
- Special Projects, as needed
- EEO/Affirmative Action Plans
- Covid-19 Issues, vaccine policies and CDC updates

Email us at:
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