



National Pawnbrokers Association®



Serving Management and Human Resources
for 75 Years

Exclusive Human Resource Consulting Services for NPA Members

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

- **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; jamie@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.
- **Attorney Analysis and Review of Your Personnel Policies, Work Rules and Employee Handbooks.** \$250.00 – includes a thorough follow-up report with staff recommendations.

The following is a sample listing of SESCO services that are available on a per diem or quoted fee basis for NPA members:

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| <ul style="list-style-type: none"> • Healthcare Accreditation • ADA (Americans With Disabilities Act) Compliance Services • Affirmative Action Programs • Applicant Screening -- Workplace Reference Checks • Audio-Visual Communications (Orientation - Benefits - Handbooks) • Benchmarking • COBRA Compliance Reviews • Compensation Systems • Management Union Avoidance/ Communication Campaigns • EEOC Investigations • Employee Opinion Survey Programs • Employee Benefits Communication • Employee Coaching/Counseling • Employee Discipline Programs • Employee Orientation Programs • FMLA (Family and Medical Leave Act) Compliance Services • Federal Wage-Hour Investigations • Grievance/Complaint Procedures • Handbooks for Employees | <ul style="list-style-type: none"> • Handbooks for Supervisors • Job Descriptions/Job Evaluation • Labor Negotiations • Leadership Development • Applicant Assessments/Testing • Management Assessment and Appraisal Programs (MAAP) • Management Development Seminars and Workshops • Certified Management Training • NLRB Investigations • Organizational Development/Team Building • Outplacement Counseling • Performance Appraisal Systems • Personnel Forms Development • Personnel Policy/Procedures Manual • Pre-Employment Screening, Background Checks, Recommendations and Instruments • Sexual Harassment Awareness Training/ Investigations • Employee Retention System • Team Development/Conflict Resolution • Union Vulnerability Audits • Wage-Benefit Surveys |
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SESCO Management Consultants
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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: Jamie Hasty or jamie@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):

- **Service Agreement (Starting at \$100 per month)**
 - Complete HR Services
 - Products Catalog
 - Training Catalog
- **Leadership Development**
 - SESCO Leadership Series
 - Vital Learning Training - Leadership
 - Sales Training
 - Customer Service Training
 - 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
 - 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/OFCCP 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
 - DiSC Profile
- **Labor Relations**
 - Union Vulnerability Assessments
 - Union Campaigns (96% Win Ratio)
 - Labor Contract Negotiations
 - Prevention/Management Training
 - Decertification Campaign