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## WHO ARE WE?

Beyond the Workplace LLC is a boutique workforce consulting company. We specialize in providing affordable and flexible HR solutions for small to medium size businesses and start-ups. Our passion is to help create brave and better workplaces so your business and your employees can grow in the right direction.

As a former attorney, Wendy Silver, Founder and President of Beyond the Workplace, combines comprehensive legal knowledge with hands on operational HR know-how, while never forgetting there are people behind the process. Our practical perspective is rooted in an understanding of the challenges small yet often expanding businesses face, including limited resources and increased compliance obligations. We excel at combining that knowledge and expertise to help address employee issues and to create work environments that attract and retain the best talent.

## WHAT DO WE OFFER:

Specifically, we can help in the following areas:

**Employment Practices and Strategy:** We work with you to create a work environment that aligns with your company's mission and core values. We do this by getting to know you, understanding your business and creating workplace policies and practices that reflect and support your organization, while also minimizing your risk and liability. Activities this may include are:

- Creating or revising an employee handbook
- Creating or revising job descriptions or offer letter templates
- Creating and implementing flexible workplace policies
- Developing benefits and wellness strategies
- Identify hiring strategies and resources

**Employee Relations Services:** We help you take a proactive approach to addressing and preventing day-to-day workplace issues. We coach you and/or your managers through difficult employee issues and conversations that can be challenging (and time consuming!) for any manager, but are particularly daunting for first time managers. The cost of not addressing these matters can seriously impact your bottom line. Let us help you come up with a strategy and approach that works.

**Employee Communications:** It is our belief and philosophy that honest, transparent, and regular communication with employees is an important and vital characteristic of any successful organization. We work with you to create employee communications and messaging to ensure your employees are informed and feel valued.



**Training:** We offer customized HR training programs designed to address your target audience and to create the change your organization requires.

## **HOW WE WORK WITH YOU:**

We understand companies have varying HR needs at various stages of growth. We offer a variety of packages to accommodate our clients. However, if what you see below does not fit in with your needs, please let us know and we can work with you to create a customized approach.

**Package #1** – Consider us part of your team.

- This includes a pre-determined set number of regularly scheduled hours per week of on and/or off-site HR support.
- Covers a wide range of HR needs and support. Specifics to be negotiated with clients on an individual basis.
- Ideal for smaller companies (approx. 5-25 employees) who do not have or need a full-time in-house HR person.

**Package #2** – Let us be your lifeline.

- Up to 10 hours per month of on-demand HR phone support.
- Covers a wide range of HR needs and support. Examples include:
  - Coaching a manager through having a difficult conversation with an employee
  - Developing a termination or exit strategy for an employee
  - Answering an HR compliance question
- Ideal for small to medium size companies (generally up to 50 employees) who may or may not have an in-house HR person but require additional expertise or resources. (Call us before you call and PAY for your attorney!)

**Package #3** – Project Work

- A pre-determined project with a defined scope. May include activities such as:
  - Creation or revision of an employee handbook
  - Development of hiring tools and templates
  - HR audit or investigation
  - Training
- Ideal for companies of any size who do not have the in-house resources or time to dedicate to the work.

## **NOT SURE WHAT YOU NEED?**

Go to our website or call us to schedule a 30-minute free consultation.

We also offer a 2-hour deep dive. This provides an opportunity for us to learn more about your organization, provide you with some immediate support, answers and resources, and better help you determine what, if any, additional help you need going forward.