

Personalized HR, Inc.

List of Services

1. HR Compliance Review:

- Conducts audits and assessments to ensure compliance with federal, state, and local labor laws and regulations.
- Provides recommendations and assistance in implementing corrective actions to address compliance issues.

2. HR Policy Development:

- Develops customized employee handbooks, policies, and procedures tailored to the client's industry, size, and specific needs.
- Updates existing policies to reflect changes in regulations or organizational requirements.

3. Recruitment and Talent Acquisition:

- Designs and implements recruitment strategies to attract and retain top talent.
- Assists with job description development, candidate sourcing, screening, and selection processes.
- Conducts candidate assessments and interviews on behalf of clients.

4. Employee Relations:

- Provides guidance and support to resolve workplace conflicts, grievances, and disciplinary issues.
- Conducts investigations into employee complaints or misconduct allegations and recommends appropriate actions.

5. Performance Management:

- Designs performance appraisal systems and processes to evaluate employee performance.
- Develops performance improvement plans and provides coaching and training to managers and employees.

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6. Training and Development:

- Designs and delivers customized training programs on topics such as diversity and inclusion, sexual harassment prevention, leadership development, and soft skills enhancement.
- Facilitates workshops and seminars on HR-related topics for managers and employees.

7. Compensation and Benefits:

- Compiles salary surveys and market analyses to ensure competitive compensation and benefits packages.
- Designs and implements employee benefit programs, including health insurance, retirement plans, and wellness initiatives.

8. HR Technology Solutions:

- Evaluates, selects, and implements HRIS (Human Resources Information Systems) and other technology platforms to streamline HR processes and improve efficiency.
- Provides training and support for HR software implementation and utilization.

9. Compliance Audits:

- Conducts HR compliance audits to identify areas of non-compliance and develop remediation plans.

10. Organizational Development:

- Assesses organizational structure, culture, and effectiveness to identify areas for improvement.
- Designs and facilitates change management initiatives, organizational restructuring, and succession planning processes.

11. Employee Engagement and Retention:

- Conducts employee satisfaction surveys and engagement assessments to identify drivers of employee engagement and retention.
- Develops strategies and initiatives to enhance employee morale, motivation, and loyalty.

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12. HR Outsourcing and Advisory Services:

- Provides outsourced HR services, including payroll administration, benefits administration, and HR administration.
- Serves as strategic HR advisor to senior leadership, offering guidance on HR-related issues, trends, and best practices.

13. Diversity, Equity, and Inclusion (DEI) Consulting:

- Assesses diversity and inclusion practices within organizations and develops strategies to promote diversity, equity, and inclusion.
- Provides training and workshops on unconscious bias, cultural competence, and inclusive leadership.

14. Exit Interviews and Offboarding:

- Conducts exit interviews to gather feedback from departing employees and identify trends or areas for improvement.
- Assists with offboarding processes, including conducting exit interviews, facilitating knowledge transfer, and managing exit documentation.

15. HR Legal Compliance:

- Provides legal guidance and support on HR-related legal issues, including employment law, labor relations, and workplace safety.
- Representing clients in employment-related disputes, mediation, and arbitration proceedings.

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Addendum A: List of Training programs and Topics

1. Sexual Harassment Prevention Training:
 - Overview of California's sexual harassment laws, including AB 1825 and SB 1343 requirements.
 - Understanding the definition of sexual harassment and prohibited behaviors.
 - Recognizing and responding to sexual harassment complaints.
 - Promoting a respectful and inclusive workplace culture.
2. Diversity, Equity, and Inclusion (DEI) Training:
 - Understanding diversity, equity, and inclusion concepts and their importance in the workplace.
 - Recognizing unconscious bias and its impact on decision-making and organizational culture.
 - Promoting diversity and inclusion through recruitment, hiring, and advancement practices.
 - Creating inclusive policies and practices to support diverse employees.
3. California Family Rights Act (CFRA) Training:
 - Overview of CFRA requirements, including leave eligibility, duration, and reasons for leave.
 - Understanding employees' rights and employers' obligations under CFRA.
 - Managing CFRA leave requests, including documentation and communication requirements.
 - Preventing retaliation against employees who request or take CFRA leave.
4. California Paid Sick Leave (PSL) Training:
 - Understanding California's paid sick leave laws and requirements under the Healthy Workplaces, Healthy Families Act.
 - Determining employee eligibility for paid sick leave and accrual rates.
 - Administering and tracking paid sick leave usage and balances.
 - Ensuring compliance with notice, posting, and recordkeeping requirements.

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5. California Wage and Hour Compliance Training:

- Overview of California's wage and hour laws, including minimum wage, overtime, and meal and rest break requirements.
- Classifying employees as exempt or non-exempt from overtime pay.
- Calculating and tracking hours worked, overtime pay, and meal and rest breaks.
- Preventing wage and hour violations and employee misclassification.

6. California Labor Code Compliance Training:

- Familiarizing HR professionals and/or Managers with key provisions of the California Labor Code related to employment practices and working conditions.
- Understanding employee rights and employer obligations under the California Labor Code.
- Ensuring compliance with wage payment, timekeeping, and recordkeeping requirements.
- Identifying potential violations and implementing corrective actions to address non-compliance.

7. California Privacy Laws (CCPA) Training:

- Overview of the California Consumer Privacy Act (CCPA) and its impact on HR practices.
- Understanding employees' rights regarding their personal information under the CCPA.
- Implementing data privacy policies and procedures to protect employee information.
- Ensuring compliance with CCPA requirements for employee data collection, storage, and disclosure.

8. Workplace Safety and Health Training (Cal/OSHA):

- Understanding California's workplace safety and health regulations enforced by Cal/OSHA.
- Identifying common workplace hazards and implementing safety measures to mitigate risks.

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- Training employees on safety protocols, emergency procedures, and hazard communication.
- Conducting workplace inspections and addressing safety concerns to maintain compliance with Cal/OSHA standards.

9. Leaves of Absence Compliance Training:

- Overview of California's various leave laws, including the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), and other applicable statutes.
- Understanding leave eligibility criteria, duration, and employee rights and responsibilities.
- Managing employee leaves of absence, including FMLA/CFRA, PDL, and other protected leaves.
- Coordinating leave benefits and maintaining compliance with overlapping leave laws.

10. Workplace Harassment and Discrimination Prevention Training:

- Comprehensive training on preventing harassment and discrimination in the workplace, covering protected characteristics such as race, color, religion, sex, national origin, age, disability, and sexual orientation.
- Understanding California's Fair Employment and Housing Act (FEHA) and Title VII of the Civil Rights Act of 1964.
- Recognizing and addressing harassment and discrimination complaints through effective policies, procedures, and investigations.
- Promoting a culture of respect, diversity, and inclusion to prevent workplace harassment and discrimination.

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Training for Supervisors and Managers

1. Leadership Development:

- Developing essential leadership skills for new and experienced supervisors.
- Effective communication, conflict resolution, and decision-making.
- Motivating and inspiring teams to achieve goals and objectives.
- Leading by example and fostering a positive work culture.

2. Performance Management:

- Setting clear performance expectations and goals for employees.
- Conducting regular performance evaluations and feedback sessions.
- Coaching and mentoring employees to enhance performance and professional growth.
- Addressing performance issues and providing constructive feedback.

3. Effective Team Building:

- Building cohesive and high-performing teams.
- Promoting collaboration, trust, and accountability among team members.
- Facilitating team meetings, brainstorming sessions, and problem-solving activities.
- Managing team dynamics and resolving conflicts.

4. Conflict Resolution and Mediation:

- Identifying sources of conflict in the workplace and understanding different conflict resolution styles.
- Implementing strategies to prevent and manage conflicts proactively.
- Mediating disputes between employees and facilitating resolution discussions.
- Negotiation techniques and finding win-win solutions.

5. Employee Relations:

- Understanding employment laws and regulations related to employee rights and responsibilities.

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- Handling disciplinary actions, grievances, and terminations effectively and legally.
- Conducting investigations into employee complaints or misconduct allegations.
- Promoting a positive and respectful workplace culture.

6. Diversity and Inclusion:

- Understanding the importance of diversity and inclusion in the workplace.
- Recognizing unconscious bias and its impact on decision-making and team dynamics.
- Promoting diversity and inclusion through recruitment, hiring, and advancement practices.
- Creating an inclusive work environment where all employees feel valued and respected.

7. Change Management:

- Managing organizational change effectively and minimizing resistance.
- Communicating change initiatives and addressing employee concerns and questions.
- Developing change management plans and timelines.
- Leading teams through transitions and ensuring successful implementation of changes.

8. Time Management and Prioritization:

- Managing time effectively to achieve personal and organizational goals.
- Prioritizing tasks and responsibilities based on urgency and importance.
- Identifying time-wasters and implementing strategies to increase productivity.
- Balancing workload and maintaining work-life balance.

9. Coaching and Mentoring:

- Developing coaching and mentoring skills to support employee development and growth.

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- Providing feedback, guidance, and support to employees to help them reach their full potential.
- Creating personalized development plans and goals for employees.
- Building trust and rapport with employees to facilitate open communication and learning.

10. Legal Compliance and Ethics:

- Understanding employment laws and regulations, including discrimination, harassment, and wage and hour laws.
- Ensuring compliance with company policies, procedures, and ethical standards.
- Recognizing and addressing ethical dilemmas and conflicts of interest.
- Reporting and responding to unethical behavior and misconduct appropriately.