

Is Your Time Consumed With Managing HR?

The KLS Group provides industry expertise in HR management allowing you to focus on your "core" business.

Is Your Business in Legal Compliance?

The KLS Group keeps you up to date on current laws and recent legislation relevant to your business.

Have You Conducted an HR Assessment?

The KLS Group can help your company discover and eliminate possible risks before they become major problems.

The KLS Group Can Partner With You to:

Manage all of your HR needs.
Alleviate your burden of compliance.
Reduce your risk and exposure of fines and penalties.

The KLS Approach is Simple !

We **Assess** your business on 7 key areas of HR.
We **Design** customized HR Toolkits.
We **Implement** practical and efficient services.

www.theklsapproach.com

About Sue Jones, MBA

Managing Director
KLS Group

Sue has 20 years of experience creating strategic HR programs and services to effect positive change in organizations. She is an innovative HR leader whose experience spans large companies to smaller businesses.

Sue has worked in a variety of different industries and is adept with transferring her knowledge, skills and abilities across several different channels of business. As an experienced HR Professional, Sue brings a fresh approach to her clients addressing their needs in a personalized manner.

Sue is a Veteran of the US Navy and has a Bachelor's Degree in Business Management from Lesley University and a Master's Degree in Business Administration from Northeastern University.

Free Consultations!



sue@theklsapproach.com

HR Management is complex.
We're not!



KLS GROUP

KEEPING LIFE SIMPLE
FOR YOU, YOUR BUSINESS AND YOUR EMPLOYEES

CALL US: 541-213-2075

7 Key Areas of HR

HR Administration/Recordkeeping

- Personnel Files and Employment Forms
- Wage and Benefit Administration
- Policies and Regulatory Compliance
- Unemployment Administration

Compensation and Benefits

- Wage and Salary Programs
- Health and Welfare Benefits
- Reward and Recognition Programs
- Paid Time Off Benefits

Recruitment and Employment

- Recruitment
- Selection
- Assessments
- Hiring

Strategic Planning

- Succession Planning
- Workforce Planning
- HR Metrics and Reporting
- Creating Cultures for Success

Health and Safety

- Health and Wellness Programs
- Safety / OSHA Compliance
- Risk Management
- Workers Compensation

Employee Development

- Orientation
- Training
- Career Planning
- Performance Management

Employer / Employee Relations

- Employee Rights and Privacy
- Open Door Policy
- Coaching and Counseling
- Union / Management Relations

We Assess Your Business Needs Based on
7 Key Areas of HR

