



**HR That Works** is a powerful workforce management program specifically designed for companies with 15-500 employees. Unless you are willing to risk considerable time, money and aggravation dealing with poor employees or defending against unnecessary claims, there is no escaping the need for this valuable information. Your small investment in obtaining and implementing the HR That Works program is offset many times the bottom-line growth it helps generate.



## What Makes The HR That Works Program So Valuable?

We are focused on growing your business - Your bottom line is our greatest concern. Let us show you how great HR practices can help grow a great business.

The tools are easy to use - Our tools are designed so that everyone from the small business owner to the seasoned human resource professional can put them to immediate use. Since it is a web-based program, the content is constantly updated and continuously improved.

We incorporate a proactive philosophy - The best time to confront management and compliance concerns are before they ever become a problem. Our strategies and tools are designed with this belief as our guiding principal.

We have designed an integrated system - Each component of the HR That Works program relates to the other. For example, both the Audit and the Special Reports refer to the Personnel Forms. The result is a consistent philosophy of compliance and management that runs through the entire program.

We are here to help - If you ever have an employee challenge or a question about use of the program, simply give our Hotline a call. Our experienced attorneys will be right there with you until you get the answers you need!

## Benefits and Features

### Benefits Include:

- Better Hiring and Retention.
- Dramatic decrease in employee lawsuit exposure.
- Substantial increase in employee productivity and teamwork.
- Bottom line improvement.
- Peace of mind and career enhancement.

### Features Include:

**Personnel Forms** - More than 220 personnel forms, including everything from job applications to employment contracts and pre-termination checklists. All employee related forms are available in Spanish.

**HR Audits** - The most pressing audit questions with suggested strategies and tools to prevent risk management exposures.

**Lawsuit Free! How to Prevent Employee Lawsuits** - The best nuts and bolts compliance training program in the country. Complete with audio files, forms, reports, PowerPoint presentation, training video, quiz and more.

**Employee Contract and Handbook Builders** - These easy to use programs will help create executive contracts or build an employee handbook.

**Employee Surveys** - Designed to unearth critical knowledge lying dormant within any company or organization.

**Special Reports Series** - Dozens of concise summaries of the most significant compliance and personnel management issues facing every company.

**Training Modules** - PowerPoint and video presentations including trainer's notes, handouts, reports, audit, forms and quiz. Subjects

include hiring, retention, diversity, sexual harassment, performance management, termination and more. There is more than 50 hours of stored training!

**Compliance and Management Quizzes** - Automated quizzes for use during the hiring and training process.

**Hotline Access** - The experienced attorneys at the Worklaw Network will hand-hold members through tough HR problems.

**Strategic HR Tools** - Unique tools signed with the HR career in mind. Worth the cost of the entire program.

**"Compliance & Culture" Newsletter** - A visually pleasing, easy to read, newsletter and podcast with unique insights, strategies and tools.

**Monthly Webinars** - Every month join us for a one-hour online program, which goes over a specific subject area, shares insight and strategies for your bottom line improvement. Watch live and receive HRCI credits.

**Legal Alerts & Products Updates** - When the occasion arises, we will send you e-mail updates.

Email [srugg@cavnac.com](mailto:srugg@cavnac.com) today for your free tour of HR That Works!