

Shift The Management Of Your HR To The Right Desk—Ours

TPO has 20 years of experience helping small and medium-size businesses and non-profits eliminate the source of thousands of HR headaches in areas including:

- Staffing & Retention
- Employee Relations
- Policies & Procedures
- Compliance & Recordkeeping
- Performance Management
- Compensation & Benefits
- Training & Development
- Culture & Communication

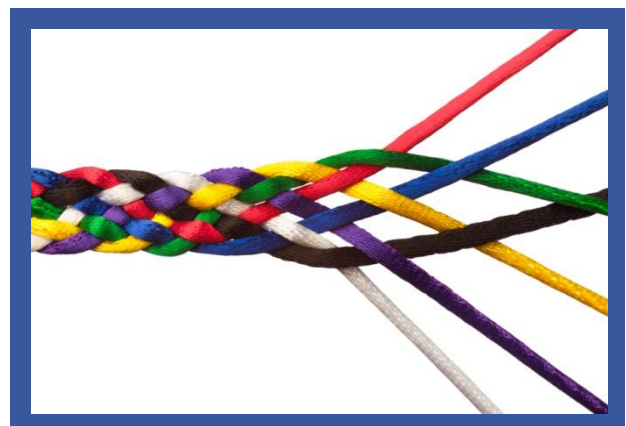
When Do Organizations Call TPO?

A variety of circumstances drive the need for TPO's unique breed of services. Do any of these situations sound familiar?

- My HR department isn't working.
- We're growing so fast that we can't keep up.
- The person I just hired isn't fitting in or producing.
- Our revenue is lagging. What should we be doing differently?
- Every time we make a great hire, he or she turns around and goes to a competitor.
- We're restructuring and getting a new CEO. How should we realign?
- I can't keep up with labor law compliance. Can someone else manage that for me?
- How can we bring our new vision and mission to life with our workforce?
- How can we boost morale among our team members?
- Our HR director is going on leave. How can I fill the void while he or she is gone?
- We're implementing a new service line. What do our people need to do differently? And do we even have the right people?
- Are our salaries market competitive?
- We have a business plan. What's next, and how do we align our individual staff objectives with our business objectives?
- I need help finding people with new skills, fresh thinking—change agents and people who can lead initiatives.

Why TPO? The Power Of A Focused Expert. The Value Of An Experienced Team.

Your TPO consultant is just the tip of the iceberg. Behind every experienced professional is a team of experts and a management team that boast a diverse range of business and HR experience. Our team members have worked in large organizations and small, at the C-level and in management and operations.





The Engagement Launch

TPO dives in to understand the CEO's aspirations for the organization, the keys to achieving his or her vision, existing or potential roadblocks and recognized or unknown factors that could derail the strategy. The discussion typically includes:

- Organization's mission
- Key services and programs
- Short term and long term goals
- Key drivers that impact results
- Organization's values and history
- Recent change events or initiatives
- Snapshot of current people practices and programs



Human Resources Audit

TPO reviews the various aspects of your HR program to understand your organization and its existing processes and resources and correct areas that need immediate improvement to assure you are in compliance with all applicable laws. Typical areas addressed during the review period include:

- Staffing & Retention
- Employee Relations
- Policies & Procedures
- Compliance & Recordkeeping
- Performance Management
- Compensation & Benefits
- Training & Development
- Culture & Communication

TPO also helps you clarify your business priorities and translate them into people priorities, identifying the steps you must take to make your staff and people operations work toward your vision and business goals.



Ongoing HR Administration & Management

TPO can assume all aspects of your HR management, freeing you to focus on other facets of your business. Our HR professionals will establish and operate a comprehensive suite of HR programs that support your business objectives.

- Enjoy the rewards that come from strong HR expertise in recruiting, compensation, benefits, performance management and employment administration.
- Ensure your organization is in compliance with HR rules and regulations.
- Work with a senior level TPO consultant who can offer your internal HR team the leadership and development it needs to help your organization grow and prosper.

"How's Business?"

It's a simple question, but it's how TPO starts every engagement and meeting. And it's why clients tend to describe us as curious, open-minded, candid and courageous. They refer to us as a trusted advisor, a "sounding board," and capable of "making the invisible visible."