



## CT Training & Consulting Institute

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### Human Resources Services

CTTCI offers Human Resources services to help your business stay on top of the ever changing employment laws affecting your business and employees. Employment practices are key to a successful safety program. With solid HR programs in place, you will reduce risk, lower turnover and increase employee morale. CTTCI can provide you with all the necessary tools and policies necessary to succeed.

#### *Human Resources Audit*

A one time review of your policies, practices and HR operations to assess your level of legal compliance and efficiency. As a part of the audit, we will make recommendations and upon request, develop a plan to improve operations.

#### *Employee Relations*

Design communication tools such as policies/procedures, employee handbooks, orientation programs and employee recognition programs. Consistent practices in communication, documentation of employment actions and complaint resolution will help maintain a positive, productive and cohesive work environment.

Training Seminars in Employee Relations include:

- *The Legal Guts of Supervision*  
This 90 minute session covers HR legal compliance for supervisors. From hiring to performance management to leave of absences to termination, this class covers the basics you need to keep you out of court.

#### *Performance Management*

Establish a planning and evaluation process that supports your organization's mission and goals. Develop implementation tools and deliver performance management training to your managers and staff.

Training Seminars in Performance Management include:

- *How to Document Employee Performance*  
From an employee's first day of work, managers are expected to track his or her performance. What should be tracked? By whom? Where should the information be kept and for how long? This session provides a step-by-step process for tracking employee performance, putting your managers on firm footing with your employees and with the law.

- *Conducting an Effective Performance Appraisal*  
Managers learn how to take the employee data they have collected and develop an annual performance appraisal. This session incorporates your organizations performance appraisal tool and educates the management team on your specific appraisal process. Additionally, managers will learn how to effectively share performance feed back with employees.

### *Preventing Sexual Harassment*

Conn. Gen. Statute (CGS) 46a-54(15)(B) mandates that ‘any employee in a management position in a company with a total of 50 or more employees must attend a Sexual Harassment Avoidance training program within 6 months of assuming their role as a manager and recommends a re-training program regularly thereafter’.

This training teaches participants how to define and identify various forms of harassment, how to handle complaints and ensure a comfortable work environment for all employees.

Additional Training Seminars in Preventing Sexual Harassment include:

- *Sexual Harassment Awareness*  
Ensuring a comfortable work environment is everyone’s responsibility. This training is designed to raise employee awareness of how the law defines sexual harassment, identifying behaviors that may create a hostile work environment and what to do if they are the target of or observe harassment in the workplace.

### *How to Hire the Best*

Review of staffing processes to ensure you are finding qualified candidates, attracting them to the company, employing them strategically, and keeping them for the long haul. Based on your needs we can develop recruiting and selection tools to comply with employment law while accomplishing the task of finding the best candidate.

Staffing Seminars available include:

- *The Behavioral Interview*  
The behavioral interview is a tool used to learn about the candidate’s past experience, which is the best predictor of future performance. Participants learn interviewing techniques that will evaluate candidates against the organizations core competencies. The process helps managers identify qualified candidates whose values and behaviors will most closely match the organizations culture.

### *Compensation*

Review of Compensation structure and practices to ensure you are staying competitive in attracting, recognizing and retaining employees. For compensation strategies to be effective, you must examine if it is internally equitable, externally competitive, legal and defensible and understandable. Employees view their pay as a measure of the value they add to the organization. When was the last time you reviewed job descriptions, completed a salary survey and communicated compensation information to your employees?

Compensation Seminars available include:

- *Compensation Basics*  
Most employees don't understand how their pay relates to their performance on the job. Additionally, employees don't usually see the complete value of their compensation package. This session can be used as an education tool for all employees.

### *Management Training and Development*

To grow your business, you need to grow your people. Are your manager's top performers? How do they manage their time, their people and their portion of the business? A needs assessment and development programs can be created to address your individual needs for succession planning, leadership development and change management.

Training and Development Seminars include:

- *Time Management*
- *Succession Planning*
- *Communication Skills*
- *Managing Others*