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#### IN THIS ISSUE:

December 2008

#### HR Business Breakfast

##### **The HR Business Breakfast Series**

**8:00 AM - 10:00 AM**  
**The Open Door Café, Bel Air**

**January 15, 2009**  
**Are You in Compliance?**  
**Conducting Your Own HR Audit**

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## **NEW FEDERAL POSTER REQUIREMENT!!**

On January 16th, the FMLA changes! This will require a new Federal Poster. To order, go to [www.hrsolutionsllc.com](http://www.hrsolutionsllc.com)!

New Service

### **AFFIRMATIVE ACTION PLANS**

**Are you a federal contractor/sub contractor with more than 50 employees and more than**

## **Employee Communication**

Employees are generally quick to point out that effective communication requires a lot more than an impromptu meeting or a blizzard of memos or e-mails. It takes constant effort and attention to face-to-face, two-way communication. Even in today's high-tech business atmosphere, face-to-face chats still beat e-mail and voice mail hands down.

Particularly when it comes to learning about important changes at work, nine out of 10 employees say group or individual face-to-face meetings are the preferred method of communication. Only 5 percent of employees think e-mailing the news is OK, and 1 percent prefer to learn about changes through voice mail.

Read more about [Employee Communication](#)

### **Randstad's 10 Tips for Improving Employee Communication**

1. Be fast or be last. In these tumultuous times, don't sit on information, whether it's good or bad. Seven out of 10 employees say they want to receive even partial information as decisions are being made even if things might change in the future. Be quick to let employees know about changes.
2. Cultivate the grapevine. Don't let rumors about workplace issues get out of control. While 83 percent of employers think workers first hear about major changes from the grapevine, 46 percent of employees say they get it from the grapevine.
3. Keep it simple. Employees want clear and easy-to-understand information about what's happening. Clarity is critical. During periods of change, half of employees say that things at work seem unorganized. Don't try to spin bad news into innocuous twaddle.

[Read more Employee Communication Tips](#)

**\$50,000 in federal contracts? Then you're in need of an Affirmative Action Plan. Call us today for a quote!**

### **We Offer HR Outsourcing**

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### **NEW NEW NEW NEW NEW NEW NEW NEW!!! Health Insurance Partnership for Small Business**

Eligibility in the Health Insurance Partnership is limited to a smallbusiness that has two to nine full-time employees, has not offeredhealth insurance to its employees during the previous 12 months, and hasan average wage below \$50,000. Businesses that meet these criteria maybe eligible to receive a subsidy of up to 50 percent of their healthinsurance premium.

**More information on the Health Insurance Partnership and MedicalAssistance to Families is available by clicking on the "Working Familiesand Small Business Coverage" link located under "Hot Topics atwww.dhmf.state.md.us.**

### **HR Solutions - Now Offering Coaching**

#### ***WHAT IS COACHING?***

***Coaching is a unique and distinct profession. A coach can help you and/or your organization to:***

- ***Solve problems***
- ***Reach goals***
- ***Design a plan of action***
- ***Make decisions***

***In addition, a coach will stay with the client to:***

- ***Implement the plan of action, working through the inevitable changes and any obstacles.***
- ***Maintain a healthy balance between your personal and professional life.***
- ***Keep looking ahead to take advantage of opportunities that are just now formulating.***
- ***Bring out your personal best, keeping focused on your needs, values, and vision.***

***A Coach is...***

- ***Your partner in achieving business and personal goals***
- ***Your champion during a turnaround***
- ***Your trainer in communication skills***
- ***Your sounding board when making choices***
- ***Your motivation when strong actions are called for***
- ***Your unconditional support when you take a hit***
- ***Your mentor in personal development***
- ***Your wake up call if you don't hear your own***
- ***Your partner in helping you have all of what matters most to you***

***CALL NOW FOR A FREE INTRODUCTORY SESSION!***

At HR Solutions, LLC, we partner with small businesses like yours to:

- \* Ensure your compliance with state and federal employment regulations,
- \* Resolve specific employee issues, and
- \* Establish good employment practices including training and performance management.

These steps help minimize risk, improve employee retention and morale and increase productivity and profit for small companies that don't have the resources of an in-house HR specialist.

HR Solutions is like having your own HR Department - only better!  
Flexible plans to meet your needs and budget.

#### WE WILL TAKE CARE OF ALL YOUR ADMINSTRATIVE HR TASKS!

✓ <b>Employee Relations Support</b>	✓ <b>Management Development</b>
✓ <b>Recruiting/Retention</b>	✓ <b>Safety/OSHA</b>
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	✓ <b>Policy &amp; Procedure</b>

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Sincerely,

Renee McNally  
HR Solutions, LLC

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