



## Small Business Toolkit

Small businesses face real business problems that are no less challenging than those faced by larger companies. Many times small businesses lack the resources and tools to manage them effectively.

But you can have world-class tools that give you effective ways to set expectations, improve performance and avoid costly disputes. Our structured and reliable approach will save you time and money.

**Organizational Architecture** gives you the basic tools to manage your human resources function effectively, without the cost of adding staff or buying expensive programs. Our **Small Business Toolkit** includes these critical tools:

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| <input type="checkbox"/> Employee Handbook              | <input type="checkbox"/> Corrective Action Form                  |
| <input type="checkbox"/> Job Analysis Questionnaire     | <input type="checkbox"/> Performance Review Form                 |
| <input type="checkbox"/> Position Description Template  | <input type="checkbox"/> Performance Improvement Plan Template   |
| <input type="checkbox"/> Open Position Posting Template | <input type="checkbox"/> Employee Benefits Communications Review |

In addition, our professionals will provide you with up to **ten hours** of consulting assistance to provide the necessary customization of these tools to fit the specific needs of your business.

All of this is provided to you at one affordable, flat rate.

We can also develop **custom solutions** based on your unique needs, business and culture.

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In addition to these tools, our experts can help you

- Define **structure, roles and responsibilities**
- Create and implement **total compensation** programs
- Develop effective **talent acquisition and management** programs
- Build **training and development** processes and assist with **change management** initiatives
- Audit your human resources **documentation, compliance and administrative** processes

Contact the professionals at **Organizational Architecture** at

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