



CONNECT WITH ME







SERVICES WE OFFER 1/2



- Outsourced Human Resources Management services
 - We serve as your human resources department
 - o Online secure electronic portal that stores employee files, check stubs, performance management, time and attendance tracking and more
 - o Payroll management
 - o Employee relations guidance and investigation
 - o Unemployment Claims Management
- Employee Handbooks
- Payroll Management
 - o File Federal, state, and local tax filings and payments
 - o Online check stubs
 - Electronic leave requests and approval
 - o Payroll reports



SERVICES WE OFFER 2/2



- Temporary and Direct-Hire Staffing and Recruitment
- Employee Benefits
 - Healthcare, short-term and long-term disability, life insurance, and much more
- Training and Development
- Time Clocks
 - o Physical
 - o Electronic





BIZ CHIEFS

Membership program for individuals interested in starting or growing a business:



Virtual Classes

- o Sales
- o Marketing
- o Incorporation
- o Operations
- o Human Resources
- o Branding
- o Social Media
- o Finance
- o Much More
- Training and development

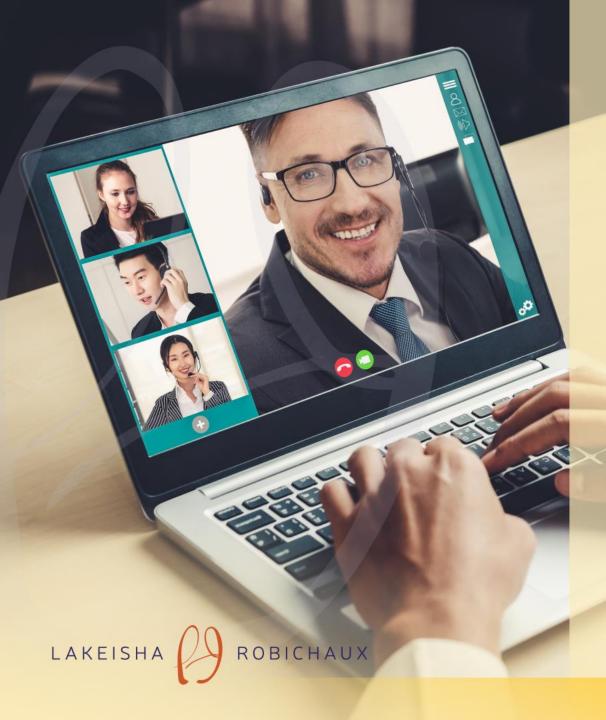






EFFECTIVE PLANNING

- Impact Analysis
- Important Records and Resources
- **Essential** Functions
- **Risk** Assessment
- Response Plan
- **Communications** Plan



SETTING EXPECTATIONS

- Reduce confusion and anxiety
- Establish expectations for operations: hours employees work, communication, new process for requesting leave, check reimbursements, etc.
 - If possible, conduct a virtual 1 on 1 with employees
- Clarify roles and communicate responsibilities
- Highlight work/life balance

ESTABLISH CHECK-INS WITH YOUR TEAM



Commit to consistency



Reinforce that you are accessible and will provide support and resources for deliverables



Group V5 1 on 1 calls



Allow questions and concerns to be shared with you



COMMUNICATION IS KEY

Establish standard form of communication: Email, text, messenger, etc.

Invest in technology for quality communication

Commit to communication redundancy

Avoid micromanaging employees

Create opportunities to socialize







EMPLOYEES ARE LOOKING TO LEADERS FOR SUPPORT

- Empathize
- Listen
- Show Compassion
- Stability

Showing this type of support during a crisis gives employees hope.

LEADERS:

- **Set clear expectations** for operations and outcomes
- **Equip employees** with the proper tools and equipment to do their job
- Establish a key point of contact(s) to discuss employee concerns and company updates

Consistent communication is key

• **Understand** their may be an imbalance in work and personal life



Encourage employees to use telehealth services and wellness programs (if applicable)



Send information about your Employee Assistance Program (EAP)





ESTABLISH A WORK FROM HOME POLICY FOR REMOTE EMPLOYEES

Are employees required to check-in throughout the day?

How often?

Who should employees contact?

How are you tracking time? Should you require employees to certify their timesheets?

Should you implement time recording software?

Will employees use their personal device or a company device?



Business continuity management covers infrastructure, cyber, employee, business, operational and communication risks, with the aim of managing an organization that has to face new challenges and risks and wants to ensure continuity of operations and production.

LAKEISHA



BUSINESS CONTINUITY

- Risk Assessment
- Risk Mitigation
- **Continuity Strategies**
- Communication
- Establish Roles and Responsibilities
 - Implement

ALLOW FLEXIBILITY

- Schedule adjustments
- Focus on outcomes and completion of objectives vs how employees get it done
- Training and development
- Encourage employees to use alternative services (if applicable)
- **Situations vary**







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QUESTIONS?

