

Meridian HR Solutions



Consulting
Compliance
Training
Support

Rise to Your Potential



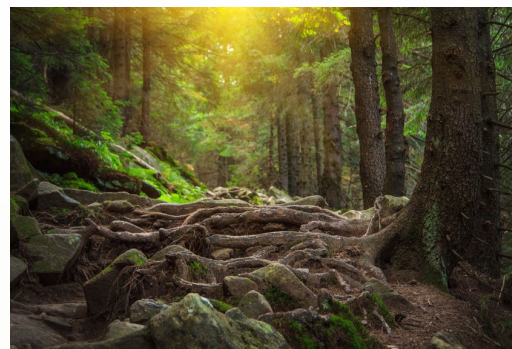
Human Resources at work for you

CONNECTING YOUR BUSINESS TO THE HR SOLUTIONS YOU NEED

At Meridian HR, our mission is centered on clearing the path of HR challenges for our clients, allowing them to rise to the peak of success. HR process and compliance is similar to roots of a tree. They nurture and support what grows above.

Unfortunately, without proper infrastructure and care, that root system can get tangled, cutting off vital nourishment to the rest of the system and impeding your path.

Meridian HR supports our clients by ensuring that their roots are healthy, allowing organizations to thrive.



Employment Law Compliance

- 360 HR Audits
- Wage & Hour Compliance Audits
- Employee Handbook-Design & Revisions
- Policy & Procedure-Development & Revisions
- Specialized HR Process & Procedure Training for Non-HR Staff

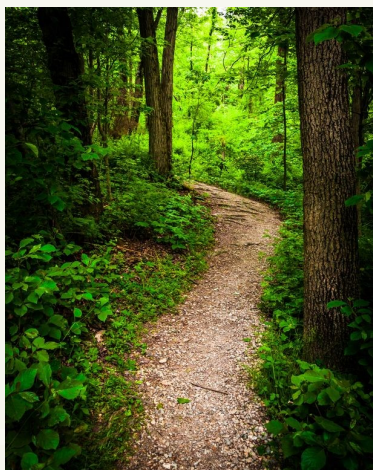
Human Capital Management

- Workplace Investigations
- Employee Relations Consults
- Compensation Analysis
- Job Analysis & Job Descriptions
- Internal Job Evaluations
- Employee Surveys

flexible solutions for your business

MERIDIAN HR PROVIDES CUSTOMIZABLE SERVICES
BASED UPON YOUR UNIQUE CHALLENGES

At Meridian HR, we understand that every organization is different. Whether your organization has been firmly established for decades or is a brand new start-up, each company we support brings its own particular set of goals and challenges. While we do employ standards and best practices, we believe our approach to each client should be as unique as they are.



Although we provide a wide variety of offerings, we know that customization is key. That is why every tool, solution, and service we present is 100% customizable. We know the path to your success will have twists and turns. Our approach is designed to be as dynamic as your business.

Rise to Your Potential

GENERAL EMPLOYEE TRAINING

Whether you are trying to meet regulatory obligations, inform your employees, or develop your staff, topics in this category are all designed to positively impact your bottom line, while meeting your legal responsibilities.

- ◇ Sexual Harassment Prevention Training- Employee Version
- ◇ Time Management for All
- ◇ Your Hidden Paycheck
- ◇ Employee Use of Social Media
- ◇ Effective Communication in the Modern Workplace

PERFORMANCE MANAGEMENT

As any human resource professional will tell you, employees are the foundation of your business. You may have the best idea, product, or service, but without people to execute it, is simply an unrealized thing. Once you accept this concept, the next step is to understand how effective management of your workforce can increase satisfaction and productivity, while mitigating legal and morale pitfalls. These topics will assist supervisors to manage their talent in ways that will strengthen the organization.

- ◇ New Supervisor Training
- ◇ Setting Goals & Objectives
- ◇ Performance Appraisal Training
- ◇ Coaching, Counseling & Documentation
- ◇ Making Telecommunicating Work for Supervisors
- ◇ Alternate Work Schedules
- ◇ Succession Planning & Mentorship
- ◇ Employee Recognition

TRAINING AND DEVELOPMENT



SUPERVISOR & MANAGEMENT TRAINING

Compliance-Based Training

The following topics are designed to inform supervisors and managers of their responsibilities under the law, with regard to various federal and state statutes. These topics may be delivered individually or combined into multi-topic workshops, depending on the client's size and needs.

- ◇ Sexual Harassment Prevention Training- Supervisors
- ◇ HR 101 for Supervisors
- ◇ ADA (Americans with Disabilities Act) Training
- ◇ Leave Management (FMLA, PFL, ADA, WC) for Sup

Management Development & Leadership Skills

A recent article by Trevor Muir, made the plea to amend what we traditionally refer to as "soft skills" to "essential skills". This could not be truer, particularly in association with current management and leadership practices. In today's workplace, these are just a few of the essential skills the influencers within your organization must embrace.

- ◇ Effective Leadership- Management & Communication Styles for Strategic Success
- ◇ Effective Communication in the Modern Workplace
- ◇ Time Management & Delegating Authority for Supervisors
- ◇ Basics of Effective & Lawful Interviews
- ◇ Defining and Developing Emotional Intelligence
- ◇ Workforce Planning
- ◇ Making Meetings more Productive
- ◇ Conflict Resolution Training
- ◇ Confronting Workplace Bullying & Workplace Violence

Heidi Gross has previously held dual certifications, Senior Professional in Human Resources (SPHR, SHRM-SCP). With a distinguished 26-year career devoted to the human resources profession, Ms. Gross has demonstrated a command over a broad range of HR competencies. After holding various positions, requiring progressive responsibility, management skills, and leadership ability, she decided to combine her expertise with entrepreneurship and establish her own firm, Meridian HR Business Solutions.

Ms. Gross' varied pursuits have led to an extensive background across many HR functions, including experience in full-cycle recruitment and employee retention, training and development, benefits and compensation, HR records management, HR policy development, and legal compliance. She has worked with public, private and not-for-profit organizations, across various industries. She offers skills and expertise garnered from working with start-up organizations, SMEs, and large multinational corporations; including four Fortune 200 companies.



OUR VALUES

**FLEXIBILITY
COMPLIANCE
INTEGRITY
TRANSPARENCY**

Rise to Your Potential

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