



Human Resource Solutions

TSI Group provides a complete 360 degrees of Human Resource solutions. These services include all or any one or more, of the following:

Job Analysis and Design

Job Analysis and design identifies the organizational elements of workflow and work practices that dictate whether or not a job is essential to an organization's structure or is dysfunctional. Job design then takes over to identify performance standards and specifications, as well as employee skills and abilities required to effectively perform the job. Ultimately, all of these factors are considered in developing a job description, including behavioral elements as well as environmental elements present in the corporate setting.

Succession Planning

In order for any organization to sustain its future success, that organization must identify the positions that are key to its organizational success, and must plan that those key positions will be covered in the future. Identification of these positions, and the competencies required to fulfill the job responsibilities associated with those positions, is the first step in succession planning. TSI Group then assists in developing a plan to ensure that candidates exist to fulfill these key positions as they become vacated. TSI Group's training and development programs, in this case a Management Development Program, may play a prominent role in developing a viable succession planning strategy.

Employee Orientation

Companies often fail to appreciate the critical nature of an employee orientation process. Disgruntled employees often recite that one of their biggest disappointments was their employer's failure to adequately educate them and assimilate them into the corporate environment. Return on employee investment = cost of hire + cost of termination + cost of rehire. A well designed and implemented orientation program permits an organization to determine, during the appropriate probationary period, whether an employee is a long-term fit with the organization. This determination allows the company to maximize its return on employee investment.

Performance Management

Performance management is the core of employee management. TSI Group can deliver performance appraisal tools that allow the company to measure the core competencies deemed critical for the performance of individual jobs. TSI Group's offerings not only include traditional review tools, but also "upward feedback" and "lateral feedback" vehicles, which allow companies to assess not only supervisors' views, but also how other employees view their supervisors and fellow employees.



Compensation Management

Compensation programs, like performance management programs, are essential not only to employee management, but also to fulfill legislative and company policies as regards pay equity. Factors to consider in designing compensation structures include: the ability to attract qualified personnel; the ability to retain employees; and, cost control. TSI Group can assist in the design of these programs, and can further provide such value-added service as annual salary surveys of specifically targeted industries.

Payroll Systems

In the event that a company wishes to off-load the tedious and complicated task of paying its employees, TSI Group can design and operate, on an outsourced basis, a payroll plan that pays the company's employees, as well as remits all governmental taxes and meets reporting requirements.

Employee Benefits

TSI Group assists in the design and implementation of employee benefit programs. For companies of a small size that do not have a sufficient number of employees to allow for a discounted rate for group insurance, TSI Group provides group insurance coverage for companies utilizing TSI Group's payroll function. This group insurance coverage is another example of the flexibility and diversity of TSI Group's outsource programs.

Claims Management

In order to assist companies reduce costs associated with disability claims, in addition to attaining NEER rebates, an aggressive WSIB/STD/LTD program can be designed and implemented. Such a program includes claims management, modified work programs, early return to work and work hardening programs. Further services in this area include: the employment, on an ad hoc basis, of an occupational health nurse to attain medical information not accessible to non-medical practitioners; and, the engagement of private investigators when a fraudulent claim is suspected.

Employee Assistance Programs

Employee assistance programs are designed to fill one, or many, needs, for which a company desires to assist its employees. These programs range from employee relocation assistance to substance abuse counseling to psychological assistance. Partnerships are arranged with the appropriate professionals needed to provide the services that the employee assistance program offers.

Employment Law

TSI Group can arrange for a 1-800-HOT-LINE for pressing matters, in addition to a dedicated email address for less time sensitive matters, for the purpose of acquiring advice in areas that include: employment contracts; progressive discipline; hiring and firing; severance, termination and notice pay; harassment and discrimination; human rights; employment standards; pay equity; and, employment equity. Additionally, TSI Group can serve as your conduit to legal advice in any one or more of these areas, should the company wish to alleviate the necessity of speaking with legal counsel for each and every matter touching one of these areas.



Employee and Public Relations

Corporate newsletters, team meetings, public news releases and other communication tools and techniques enhance both employee and public relations efforts. TSI Group can assist organizations in developing and implementing processes aimed to enhance employee and/or public relations efforts.

Policies and Procedures

Lean management is best achieved by identification of critical elements of a business, and design and implementation of an efficient process to carry out those critical elements in a standardized manner, without variation that introduces inefficiency and erodes quality in the delivery of products and services. The development and implementation of policies and procedures is of paramount importance to ensure the lean management and operation of any company's business. TSI Group can assist in the identification of critical business process, and the design of policies and procedures to ensure that those critical business processes are accomplished with precision, time and time again. TSI Group can assist companies in the areas of human resources, training and development, health and safety, employee and public relations, and job performance to develop effective and efficient policies and procedures.

Organizational Behaviour

Understanding the changes that occur outside of the business, as well as appreciating those factors that influence people generally, helps companies develop strategic plans that can respond to these factors and ensure that corporate business strategies are achieved. TSI Group can assist companies in developing vision, mission statements and corporate values, as well as short, middle and long term plans to achieve corporate goals.

As you can see, TSI Group is an end-to-end human resource solutions provider. We hope that the above exposé of service offerings gives you a sense of the various ways in which TSI Group can work with you to develop and implement a highly focused and efficient human resource solution that will permit your company to reach its maximum business potential by maximizing its investment in its human capital.