



HR Policy & Compliance
Leadership Development

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Guardian Timeline Sample

Before we begin:

You supply Fortress and Flourish with the following

- Employee Handbook
- HR Policies and Procedures
- Employee Census
- One hour each week when you will be available for training

Week 1:

Employee Handbook

Create or update Employee Handbook

1 hour training

Week 2:

Policies and Procedures

Create or update HR Policies and Procedures

1 hour training

Week 3:

Compensation Analysis

A deep dive into compensation at your company

1 hour training

Week 4:

Your Company's HR Timeline

For each employee beginning with the date of hire through termination

Annually for all employees

1 hour training

Typically after one month at this level of service, you will be well on your way to having a healthy Human Resource Management system. At that time you will be converted to Club Flourish! As a member of the Club you will receive bi-weekly emails with best practices, up to two hours of service each month, and be first in line should you need additional services.

