



Workforce Development

Summary of Services

In today's competitive industrial environment, your company needs every advantage it can get. MANTEC has a myriad of programs that enable your organization to develop and maintain your workforce and evaluate

the changes your company needs to grow and become more profitable. Our Workforce Center has expertise in all areas of maintaining and maturing the different levels of a manufacturing-based company.

HR Quick Check: A no fee consultation with CEO/GM/HR will provide your company baseline data of essential elements of a compliant HR program. An Executive Summary, following the hour-long consultation, will be prepared and presented to your company. The Quick Check has been designed to quickly identify deficiencies in HR functional areas of Recruitment, Retention, Compensation, Benefits, Safety, Training, and Employee Relations. **No Fee**

HR Assessment: MANTEC will evaluate your company's entire Human Resource function (specific areas of focus include: Recruitment & Retention, Compensation & Recognition, Training & Development, Benefits, Safety & Workers Comp., and Employee & Management Relations) to benchmark it with Federal and State compliance requirements and organizational Best Practices. Following the 4-6 hour on-site conference, the Assessment Summary will identify areas for improvement and incorporate resources, templates, or samples to assist your organization in correcting those issues. The HR Assessment has been accepted as a national tool under the Manufacturing Extension Partnership (MEP) and is now available to Industrial Resource Centers and MEP Centers nationally. **\$1,500—\$3,000**

Cultural and Leadership Assessment: MANTEC will utilize a behavior-based assessment to identify and prioritize what cultural changes are in order based on the quantitative data provided by your employees! The fact-based results from this survey will drive changes in behavior and bring awareness to other aspects of culture and business that leadership can impact. The OrgSCAN® Leadership and Organizational Culture Assessment tool will define cultural strengths and weaknesses within a company and allow the organization to cultivate change to achieve higher financial performance, improve employee satisfaction and loyalty, and achieve superior customer satisfaction. Included in the project price, MANTEC will design the survey, sample your workforce, analyze the results, and report results back to your employees and management team via a 1/2 day workshop. The workshop is a catalyst for change! MANTEC will assist leadership to identify and establish a plan to positively affect culture in your workplace. **\$3,500+**

To discuss HR Services
contact Kent Keller
directly at
717-843-5054 x239 or
MANTEC at 717-843-5054

600 North Hartley Street
Suite 100
York, PA 17404
717-843-5054
www.mantec.org





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Performance Appraisals/Compensation Systems: Like many companies, you realize an effective performance feedback system for staff must be fair and legally sound! Linking your compensation program to the performance appraisal process creates a customized and systematic approach to performance evaluations and compensation reviews. High performing leaders recognize that people drive business results! MANTEC can develop a rewards program to alert the company when employee performance or behavior is not meeting expectations or provide influence and support to inspire and retain your high achieving employees. **Customized Proposal**

Organizational Training Plan Development: MANTEC will conduct a thorough on-site review of the company training programs and practices. We will assist your company in evaluating training needs, matching those needs with a potential training provider, and identifying potential funding opportunities to support required training expenditures. **\$1,000—\$1,500**

Policies and Handbooks: A thorough review of the Employee handbook is conducted to ensure compliance with state/federal employment matters and essential elements to protect the business are addressed. Best practices and essential information that helps the company to orientate new employees, resolve disputes during employment, and comply with applicable laws are reviewed. MANTEC staff will create employer (and job related!) policies and procedures while using existing employer programs as a model. The focus of the policies/handbook will be to create clear, concise, and consistent guidelines understood by those at all levels of the organization providing valuable protection when employee disputes occur.

Customized Proposal

HR for Hire: Our HR Professional is ready to serve you with your HR related concerns!

- **Consulting** - Organizations lacking F/T or qualified HR professional staff will value the experience and knowledge MANTEC's HR Professionals bring when providing professional advice. Whether its an employee dispute, a critical company policy, or an HR compliance/reporting issue - We provide sound recommendations.
- **Staffing** - MANTEC can also provide staffing or retention assistance. Do you need to hire several people for a project, pre-qualify a large pool of applicants, or develop tools (a new hire orientation program) to keep employees? We can provide qualified assistance.
- **Training** – Do your supervisors need proper training on interviewing, disciplining, unlawful or sexual harassment? We have a program customized for you, the manufacturer!
- **HR Support** – Do you need an HR Manager on a part-time basis? Do you need a Generalist to support a short-term or project based requirement? MANTEC can help your company!

Customized Proposal—\$125 per hour

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