



**TITAN GROUP** LLC

3711 Westerre Parkway, Suite B • Richmond, VA 23233 • (804) 754-8330  
[www.TitanHR.com](http://www.TitanHR.com)

## Human Resources Advisory Services



### ◦ HR Strategy Development

Once established, a human resources strategy can provide clients with an accurate alignment of business and people initiatives, tactical priorities linked to business growth initiatives, and a spring-board for talent selection, development and management.

### ◦ HR Advice

Titan Group offers on-call HR advice in order to assure that our clients have access to our uniquely qualified professional knowledge regardless of the magnitude or severity of their needs.

- On-call advice is available for situations in which human resources advice is needed only occasionally, via telephone or Email. With our breadth and depth of experience, we can provide quick, insightful and accurate solutions or answers to your questions, or conduct additional research on your behalf, if required.

### ◦ HR Interim Management

Through our HR Interim Management services, we help our clients manage their human resources department by working on-site typically a day a week. Ways in which we can support the HR department may include providing recommendations on job enrichment for the current HR Manager, updating current policies and procedures to create better alignment with organizational culture and business strategy, and assessing the HR department's focus and structure to determine its capacity to meet emerging business needs.

### ◦ HR Retained Search

Titan Group has helped many organizations with sourcing, screening and assessing HR management candidates. The combination of our deep knowledge of the HR field and our broad network with HR professionals allows Titan Group to assist organizations with matching the appropriate level and depth of talent that they need.

### ◦ HR Audit

Titan Group can conduct a Human Resources Audit to ensure that a range of HR issues is resolved. We make certain that our clients do not overlook important compliance and legal issues, and that all elements of human resources are being met by your existing department. Titan Group can conduct a comprehensive review of specific areas related to compliance requirements in human resources management and provide an understanding of areas of noncompliance. Typical areas of review range from general human resources administration, selection and hiring, training and development, employee communication, performance management, employee relations, and salary administration.

Challenges in a human resources department can arise and flourish as a result of both internal forces and external sources, ranging from the effects of business growth to serious, yet overlooked legal violations. By assessing your organization's human resources department, as well as providing HR advice and compliance assistance, Titan Group helps our clients reach their highest level of efficiency and capability. We focus on providing general direction to existing HR staff, as well as helping to assess and expand the client's HR department capacity to support their organization's business strategy. With a clear human resources strategy and the right level of human resources skills, our clients can implement a successful business strategy without facing organizational and administrative obstacles.



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### ◦ HR Assessment/Needs Analysis

Titan Group can provide a comprehensive assessment of human resources processes and practices. The assessment will evaluate the value and effectiveness of key HR program components. Recommendations for short-term and long-term staffing needs, as well as internal and external resources will be given in order to provide or redefine a framework for our clients' human resources processes. Titan Group believes that an HR Assessment can provide a foundation for building a human resources strategy.

### ◦ Employee Handbook

Titan Group professionals apply their business expertise to assist organizations in revising the content of their employee handbook or creating a handbook in alignment with organizational culture and objectives. A legally comprehensive employee handbook can facilitate positive employee relations and help to accurately communicate employee expectations, while making job and organizational information readily available.

### ◦ Small Business Recruiting Toolkit

Titan Group's step-by-step toolkit is designed to help small businesses make the right hiring decisions. The toolkit includes guidelines and forms (provided on CD) to help you through each phase of the hiring process, as well as information describing assessment tools and helpful resources to answer all of your questions about the entire recruiting process.

## Testimonials

"Titan is our 'go to' source for HR needs. Titan professionals understand our business and have a wealth of experience to draw from when guiding us through policy development, handling tricky employee issues and navigating the complex regulatory environment. They respond quickly and offer us the advice and perspective we need."

- Susan Olyha – Finance & Operations Director, Central Virginia Health Network

"Titan Group was great to work with in creating our employee handbook. Genevieve was thorough, informative and extremely knowledgeable. She made the task smooth and enjoyable!"

- John Gregory- President, Caldwell and Gregory, Inc.

"As a growing mid-size company, our need to develop a human resources strategy became more critical. In order to meet these new challenges, we decided to supplement our staff with additional talent from Titan Group. Titan met our needs by providing us with an Interim Human Resources Director to help develop and achieve our strategic goals and objectives for human resources and the company. "

- John Farrar – President, Roper Lumber Company, Inc.