



SERVICES GUIDE



Welcome to Skill Source, where we are dedicated to bridging the gap between talent and opportunity. As the Managing Director of Skill Source, I am proud to lead a team of experts who specialize in providing a full spectrum of HR services designed to support both employers and employees throughout their professional journeys.

At Skill Source, we understand the importance of having the right talent in the right roles. Our comprehensive services range from recruitment and staffing, to employee training and development, to creating policies and ensuring compliance. Whether you're an employer seeking top talent or an employee looking to grow in your career, we are here to provide the expertise and resources you need to succeed.

Our mission is simple: to help organizations thrive by empowering their workforce and supporting individuals in achieving their career goals. We are committed to building strong, productive relationships with our clients and candidates, and we believe that when businesses and employees succeed together, great things happen.

Thank you for choosing Skill Source. We look forward to being a trusted partner in your journey toward success.

Jodi-Ann Johnson

Managing Director

Services for Employers



1

Recruitment

Helping businesses find, screen, and hire the right candidates for various roles



2

Employee Onboarding & Offboarding

Assisting new hires with orientation, training, and completing necessary paperwork to integrate smoothly into or out of the company



3

Training & Development

Offering programs to enhance employees' skills, leadership capabilities, and overall job performance.



4

HR Policy Creation & Compliance

Developing workplace policies and ensuring the company adheres to employment laws and regulations.



Services for Employers

5

Employee Relations & Engagement

Addressing employee concerns, resolving conflicts, and improving job satisfaction and engagement within the company.



6

Workforce Planning & Organizational Development

Helping businesses plan for future hiring needs, optimize organizational structure, and ensure leadership continuity



7

Employee Feedback & Surveys

Collecting employee feedback through surveys to gauge satisfaction, identify areas for improvement, and enhance workplace culture.



Services for Employees



1

Job Search Assistance

Helping individuals find job opportunities that match their skills and career goals through career counseling and job placement services.



2

CV/Resume Creation and Revamping

We offer professional services to create or update your resume and cover letter, ensuring they are tailored to highlight your skills, experience, and qualifications,



3

Career Transition Services

Providing support to employees facing layoffs or transitions, including job search assistance, resume updates, and interview coaching.



4

Employee Benefits Assistance

Guiding employees in understanding and maximizing their benefits, such as health insurance, retirement plans, and paid leave



Services for Employees



5

Interview & Career Coaching

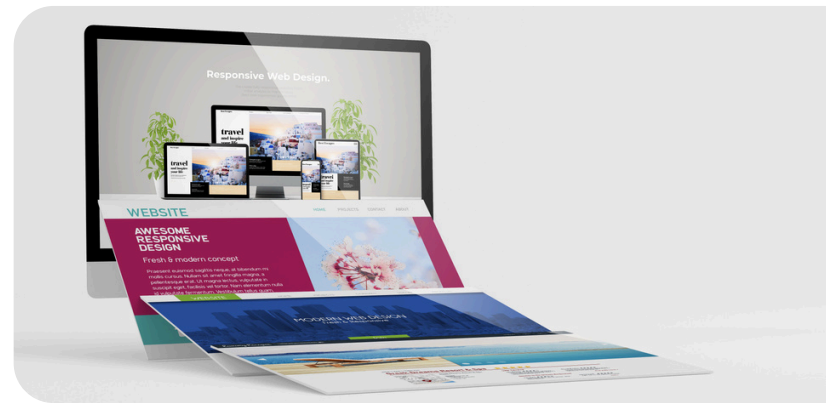
Mock interviews and preparation tips as well as Guidance on career planning and job search strategies



6

Portfolio Development

Helping clients in creative fields (like graphic design, photography, or writing) create online or physical portfolios that showcase their work and skills effectively.



7

Salary Negotiation Coaching

Guidance on negotiating salary and benefits.



8

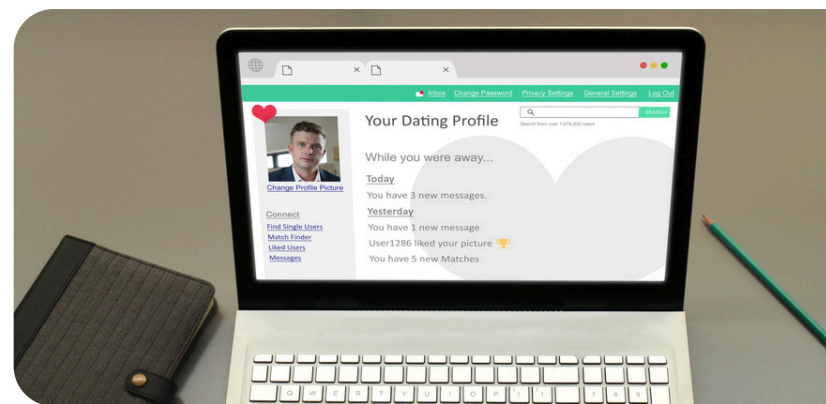
Professional Bio Writing

Writing bios for websites, LinkedIn, or public profiles

9

LinkedIn Profile Optimization

Enhancing LinkedIn profiles for better visibility.



Workshops



1

Workplace Communication & Team Building

Tools to enhance collaboration, reduce misunderstandings, and build strong teams.

2

Supervisory & Leadership Development

Equipping new and mid-level managers with core leadership and people management skills.

3

Conflict Resolution & Mediation

Practical strategies to address and resolve workplace conflicts constructively.

4

Customer Service Excellence

Training staff to deliver outstanding service and build customer loyalty.

5

Time Management & Productivity

Boosting efficiency and productivity

6

Emotional Intelligence in the Workplace

Building self-awareness and better work relationships



Affiliate Solutions



1

Grief Counselling

Emotional support for employees coping with loss



2

Conflict Resolution and Mediation

Neutral facilitation to resolve workplace disputes.

3

Conducting Disciplinary Hearings

Managing employee misconduct fairly and legally.



4

Marketing Solutions (via iKnow)

Branding and promotional strategies to enhance business visibility.



5

Payroll & Benefits Admin.

Managing salary payments, tax deductions, employee benefits (health insurance, retirement plans), and other compensation-related tasks

6

Labour Law Attorney

Legal guidance on employment and labour matters



Let's Get Started!

Thank you for exploring the services we offer at Skill Source. Whether you're an employer looking to streamline your HR processes or an employee seeking career advancement, we're here to help you succeed.


How to Get Started:

1. Contact Us: Reach out via email or phone to schedule a consultation.
2. Discuss Your Needs: Let us know what you're looking for, and we'll tailor our services to meet your specific requirements.
3. Create a Plan: Based on our discussions, we will develop a strategy that aligns with your goals.
4. Begin Your Journey: Start implementing the plan, and we'll be with you every step of the way!

Ready to take the next step? We're excited to work with you and help you achieve your HR and career objectives. Contact us today to get started!

Contact Information

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