



SERVICES PORTFOLIO



Welcome to Skill Source, where we connect talent with opportunity and help organizations build stronger teams.

As Managing Director, I am proud to lead a consultancy focused on delivering strategic HR solutions that support both employers and professionals in achieving measurable growth.

Our services span recruitment and staffing, training and development, policy creation, and HR compliance. We believe that placing the right people in the right roles creates lasting impact for businesses and individuals alike.

Our mission is to empower organizations by strengthening their workforce while supporting professionals in reaching their full potential.

Thank you for choosing Skill Source. We look forward to partnering with you on your journey to success.

Jodi-Ann Johnson

Managing Director

Services for Employers

1

Recruitment & Talent Acquisition

Identifying, screening, and securing high quality candidates to ensure the right fit for every role and every organization.



2

Employee Onboarding & Offboarding

Supporting smooth employee transitions through structured onboarding, proper documentation, and professional offboarding processes.



3

Training & Development

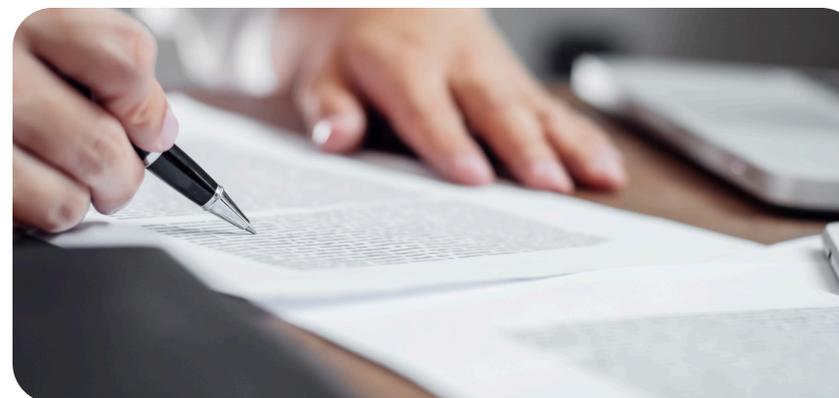
Designing and delivering targeted programs that strengthen skills, enhance leadership capability, and improve overall performance.



4

HR Policy Creation & Compliance

Developing clear workplace policies and ensuring full alignment with employment laws, regulations, and best practice standards.



Services for Employers

5

Employee Relations & Engagement

Managing workplace concerns, resolving conflicts, and implementing strategies that improve employee satisfaction and strengthen engagement.



6

Workforce Planning & Organizational Development

Supporting strategic workforce planning, optimizing organizational structure, and aligning talent development with long term business goals.



7

Employee Feedback & Surveys

Designing and administering feedback tools to measure employee satisfaction, identify improvement areas, and enhance overall workplace culture.



8

Compensation & Benefits Advisory

Guiding businesses in designing competitive salary structures and benefits packages to attract and retain talent.



Services for Employers

9

Performance Management

Supporting goal setting, performance evaluations, and improvement plans to ensure employees deliver measurable results.



10

HR Audits & Compliance Review

Assessing HR practices to ensure alignment with employment laws, internal policies, and best practices.



11

Conflict Resolution & Mediation

Facilitating structured resolution of workplace disputes to restore productivity and professional relationships.



12

HR Documentation Support

Preparing employment contracts, job descriptions, employee handbooks, and standard HR documents to ensure clarity and consistency.



13

Succession Planning

Identifying and preparing future leaders within the organization to ensure business continuity.

Services for Employers



14

Change Management

Supporting organizations through transitions by developing structured change strategies, communication plans, and employee alignment initiatives to ensure smooth implementation and adoption.



15

Business Development Support

Assisting organizations in identifying growth opportunities, improving operational processes, and strengthening strategic partnerships to drive sustainable business expansion.



16

Leadership Development

Coaching and developing managers and supervisors to improve leadership effectiveness.



17

Talent Assessment & Psychometric Testing

Using assessment tools to evaluate candidate skills, personality, and job fit.



18

Operational Process Development

Creating SOPs, workflow systems, and internal operational structures.

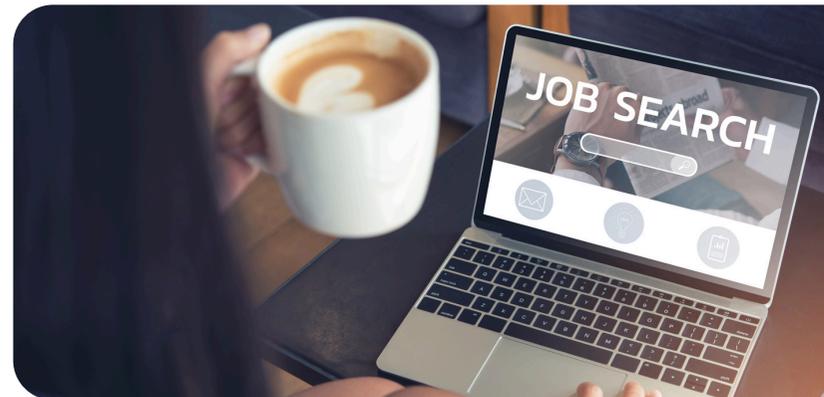
Services for Employees



1

Career Placement Support

Assisting individuals in identifying suitable job opportunities through guidance, application support, and placement assistance.



2

Career Branding & Resume Development

Creating and refining professional resumes, cover letters, and personal branding materials that effectively showcase skills and experience.



3

Workforce Transition Coaching

Supporting individuals navigating career changes or layoffs with job search strategy, resume updates, and interview preparation.



4

Benefits Advisory & Guidance

Helping individuals understand and maximize workplace benefits including health coverage, retirement plans, and leave entitlements.



Services for Employees



5

Interview Preparation & Career Coaching

Providing mock interviews, preparation strategies, and career planning support to improve confidence and job readiness.



6

Professional Portfolio Development

Supporting professionals in building strong portfolios that effectively highlight their skills and work achievements.



7

Compensation Negotiation Coaching

Guiding individuals on how to confidently negotiate salary, benefits, and employment terms.



8

Professional Bio Writing

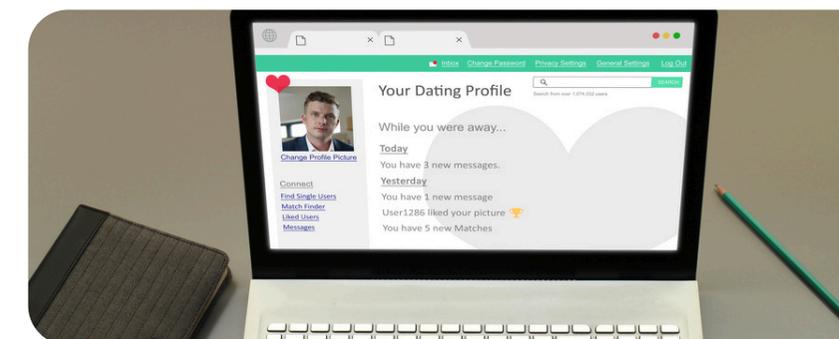
Crafting compelling bios for websites, LinkedIn profiles, and professional platforms.



9

LinkedIn Profile Optimization

Enhancing LinkedIn profiles to improve visibility, strengthen personal branding, and attract opportunities.



Workshops

1

Workplace Communication & Team Building

Improving collaboration, reducing misunderstandings, and strengthening team performance.



2

Supervisory & Leadership Development

Developing essential leadership, management, and decision-making skills for new and mid-level managers.



3

Conflict Resolution & Mediation

Teaching practical strategies to address and resolve workplace conflicts effectively.

4

Customer Service Excellence

Training employees to deliver high quality service that improves customer satisfaction and loyalty.



5

Time Management & Productivity

Enhancing efficiency through better prioritization, planning, and performance management.

6

Emotional Intelligence in the Workplace

Building self-awareness and improving workplace relationships.



Additional Professional Services



1

Grief Counselling

Emotional support for employees coping with personal loss and workplace challenges.



2

Conflict Resolution and Mediation

Neutral facilitation to resolve workplace disputes and restore productive relationships.



3

Conducting Disciplinary Hearings

Managing employee misconduct processes fairly, professionally, and in alignment with company policy and labour law.



4

Payroll & Benefits Admin.

Managing salary processing, tax deductions, and employee benefits including health insurance and retirement plans.



5

Digital & Branding Solutions

Supporting businesses with marketing materials, content development, logos and brand strategy to drive growth and recognition.

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 level up? Let's build smarter systems, stronger teams, and bigger opportunities together. Connect with us today and let's make it happen.

Contact Information

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 @skillsourcepro

