

# Effective Incentives Deliverables

One page plan communication summary  
Actions required details  
Appropriate follow-up guidance  
Assistance on program roll-out planning  
Clarification of incentive plan needs  
Component award flexibility  
Detailed incentive plan/policy  
Executive tier goal setting assistance  
All employee groups flexibility  
Individual-Unit-Organization factors  
Multiple award levels  
Objective rating and weighting  
Overall award calculation tool  
Participant communications assistance  
Personnel participating  
Real time incentive planning sheet  
Recommended goals to support mission  
Responsibility for administration  
Responsibility for oversight  
Review of current incentive programs  
Review of current pay plans  
Review of strategic/business plans  
Selected planner sheet review/sampling  
Situation or issue definition  
Specific goal detail  
Suggested goal setting procedures  
Suggested number of goals/participant  
Suggestions for entering/leaving plan  
Suggestions for plan reporting  
Suggestions for setting award reserves  
Timeframe detail  
Unit of measure

Additional and expanded  
HR services are tailored  
for specific client needs

**PHRST**  
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## Effective Incentive Programs



PHRST offers *a la carte* human  
resource management through select  
Professional Human Resource  
Service Teams

## Effective Incentive Programs

### What Is Needed

Organizations today have keen desire to enhance pay programs and place pay “at risk” to motivate people in achieving organizational goals. PHRST’s incentive planning offering provides the tools, best practices, techniques and guidance to install and manage an effective, objective and comprehensive program.

### State-of-the-Art

Effective incentive programs are built upon program appropriateness, objectivity, easy understanding, communication and participant confidence. PHRST provides the planning, preparation, assistance, and know-how necessary to fulfill these requirements. We work closely with management to develop a program which is easy to understand, easy to manage and easy to update. A unique electronic planner enables individual participant reporting, current updating, award documentation as well as crisp presentation of progress toward goals.



### Knowledge, Skill & Ability

PHRST’s incentive planning team is staffed by human resource specialists and led by certified senior professionals in HR management. We combine a thorough understanding of practices, regulations and professional standards with technical expertise to deliver business focused, real-world solutions in a final format which you easily install and manage.

### When, Where & For How Much

Typically, project completion requires 15 work-days. Depending on client need, our professionals work at client locations, designated sites, or PHRST offices. The basic service fee is \$8,000, comprising a \$5,000 initiation fee and a \$3,000 final charge. Expenses are documented and billed at-cost to clients. At an additional preferred client fee, guidance and service are available around the clock in person, via phone/video conference, by fax and via Internet.

## About PHRST

### Strategic Human Resource Management

**PHRST** stands for **P**rofessional **H**uman **R**esource **S**ervice **T**eams. Our service model enables us to provide you with HR experts in all 7 areas of HR:

- Employment Practices
- Management Practices
- Health, Safety & Security
- Compensation & Benefits
- Employee & Labor Relations
- Human Resource Development
- Staffing/Recruitment Practices

**PHRST** works with clients on an a la carte basis across industries, around the world, for profit or not and regardless of organization size. We service public, private, and government entities, and we are effective at all organization levels. Our approach is client-centered, worksite interaction, where we provide user-friendly, practical approaches intended for prompt and effective implementation. We work 24/7 to meet client needs. Our value and success are built upon best practice insight, sound experience, education and hands-on know-how. Organizations count on **PHRST** for knowledge, skill, ability, ethics and integrity.