

THE BENEFITS YOU GAIN FROM USING THESE SERVICES

JEF's services are reinforced by:

- A track record of excellence
- A motivated and high performance work team
- A cadre of qualified consultants
- An exceptional research department

WE CAN ALSO ASSURE YOU THAT YOU WILL GAIN ACCESS TO THE FOLLOWING ADDITIONAL BENEFITS:

1. Tested and practical solutions to your workplace challenges;
2. Policy proposals that reflect best practices, industry standards and legal requirements;
3. Solutions that directly address the concerns and well-being of your staff and which contribute significantly to:
 - a. Increased productivity
 - b. Industrial harmony
 - c. A healthier and safer workplace
4. The reassurance that comes from being a member of a strong, vibrant and internationally connected institution – the Jamaica Employers' Federation
5. An ongoing relationship with JEF
6. Cost effective and affordable solutions ... that work!

JEF'S RESEARCH & DEVELOPMENT SERVICES

If you are seeking credible data on trends in compensation, customer perception (internally and externally), organizational behaviour, industrial relations, market research, socio-economic research, the Research and Development Cooperation Department can become your one-stop resource facility.

The research services provided by the RDC Dept. include:

Our Market Research Portfolio

- Consumer Intercept Survey
- Attitude and Opinion Survey
- Opinion Polls
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- Attitude and Opinion Survey
- Opinion Polls
- Mystery Shopper Analysis
- Customized S.W.O.T Analyses and Environmental Scans
- Focus Groups
- Survey and questionnaire design
- Customer Satisfaction Survey
- Employee Satisfaction Survey
- Quality Assurance Audits through the use of Research

Our Social Research Portfolio

- Socio-economic studies
- Psycho-social studies
- Tracer studies
- Institutional and project evaluations

Consultancy Services and Other Customized Research to Suit your Needs.

JEF MEMBER LIAISON

JEF's Membership Department is the principal liaison between JEF, our members, non-members and the wider Jamaican society.

Our role is a vital one, because we are focused on building, maintaining and strengthening the relationships between JEF and the various employer segments whose interests we represent and to whom we offer a range of services to help employers achieve their market and corporate objectives of increased efficiency, competitiveness and profitability.

Return on Investments — WHY You Should Become a Member of JEF

JEF representation is focused extensively on the needs of businesses and their competitiveness. Membership, therefore, requires a significant financial and time commitment. As such, you have the right to know precisely what your return on investment will be and how we help you be both profitable and world class.

1. Increase in Profits
2. Competitive Repositioning
3. Attract and Retain Top Employees
4. Techniques for Corporate Culture Change
5. Serious Networking
6. International and Regional connections and representations

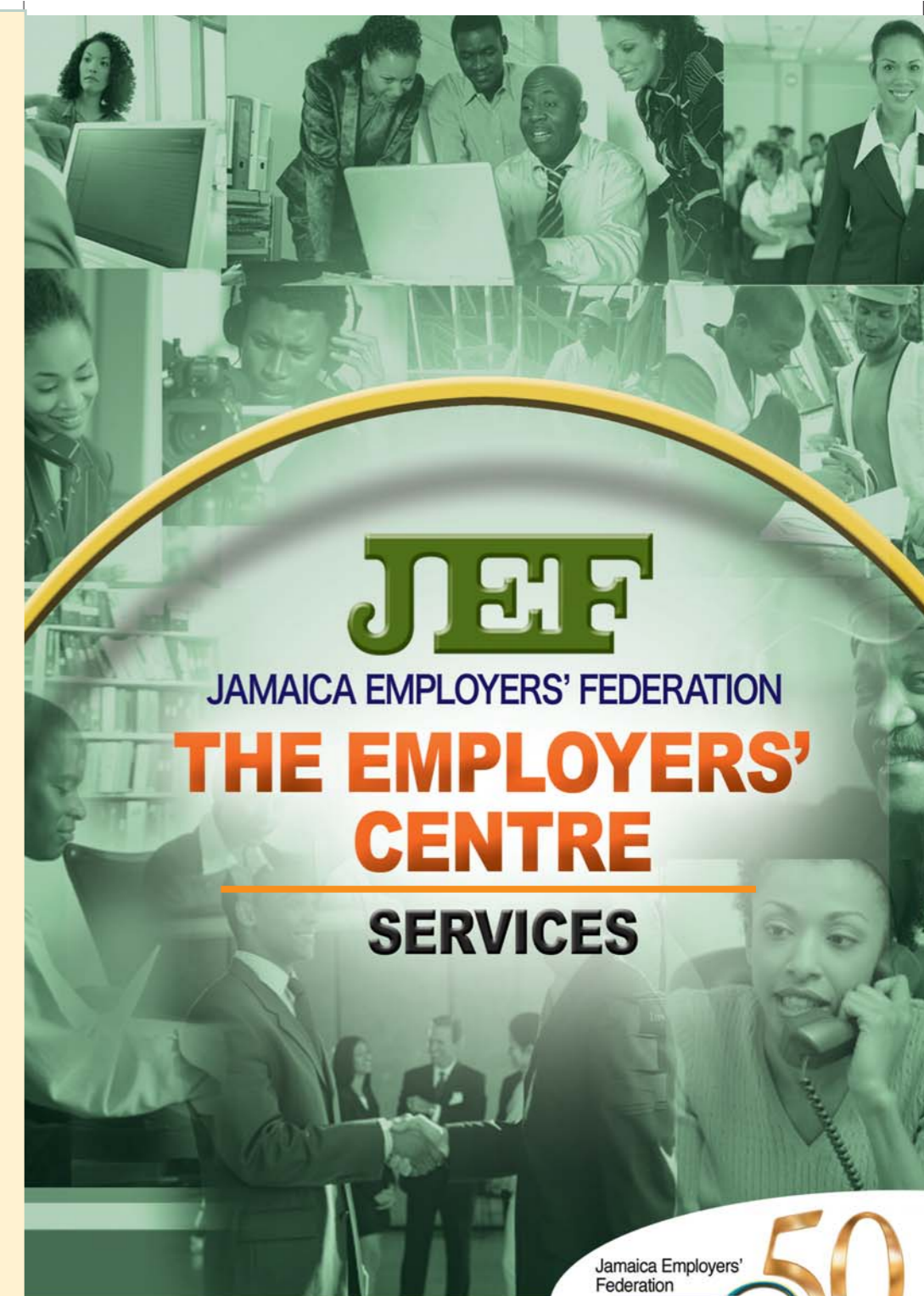
EMPLOYERS' CENTRE - FACILITIES

ROOM	DESCRIPTION
FOUNDERS' ROOM	Boardroom Facilities - Seating 20
BUSINESS LOUNGE	Scenic & Relaxing Lounge Bar & Lounge Facilities Ideal Ambience for Private meetings/Functions
E - ROOM	Computer Lab - seating 16
KNOWLEDGE CENTRE	Library with over 7,500 Publications
INNOVATOR'S ROOM	Training Room - seating 24
WELLNESS CENTRE	Sick Bay
BON APPETIT ROOM	Banqueting Facilities for 60
SUCCESS ROOM	Training Room - seating 44
BLUE MAHOE ROOM	Mini Meeting Room - seating 6
HUMMING ROOM	Mini Conference Room - seating 7

For more information on rates at which you can access our services, contact:

Membership Services Department

The Jamaica Employers' Federation, 2A Ruthven Road, Kingston 10
Tel: (876) 926-6762, 926-5524, 926- 6908 and 906-8370. Fax: (876) 968-4576
E-mail: jef@cwjamaica.com Website: www.jamaicaemployers.com



JEF

JAMAICA EMPLOYERS' FEDERATION

THE EMPLOYERS' CENTRE

SERVICES

"The Voice of Jamaica's Employers, Providing Workplace Solutions"



Member of the International Organization of Employers (IOE) and the Caribbean Employers' Confederation (CEC), Employer Representative to the International Labour Organization

HIGHLIGHTING OUR BUSINESS DEVELOPMENT & CONSULTANCY SERVICES

Our consultancy services are offered under two headings:

- a) **General Consultancy Service Offerings –**
dealing largely with those business and workplace challenges which require an investigative approach in arriving at solutions. For such needs, JEF offers a Consultancy Service at a concessionary and affordable rate to our members and clients;
- b) **Consultancies on Policy Development –**
facilitating a review of your policies, whether they support your strategic objectives, whether your employees are aware of them, etc.

JEF'S TRAINING & LEARNING SERVICES

An organization's people are among its most critical resources. With this in mind, our Learning Services deliver products, services and technical assistance that enable our clients to build the type of competent workforce that will help them gain and maintain a competitive advantage in the global marketplace. We introduce to you the offerings of JEF's Learning Services:

- Customized training courses
- Management training seminars and workshops
- Certificate courses and business conventions
- Performance management

JEF'S HRD SERVICES:

Under the HRD Portfolio of the JEF's operations, you are able to access the following opportunities for your organization's management and staff.

SERVICES OFFERED:

- Advice
- Personnel selection processes
- Performance appraisal management
- HR Policy Development
- HR Information Systems
- Training ROI
- Job Evaluation
- Compensation Management
- Personnel Development

JEF'S KNOWLEDGE CENTRE

The Jamaica Employers' Federation's Reference Library and Documentation Centre houses a compilation of specialized resource materials that includes over 5,000 books, as well as publications, newspaper clippings, video cassettes, CDs and DVDs.

OUR WEALTH OF KNOWLEDGE

Sourced through donations, subscriptions and purchases, our reference materials include information on:

- **Industry Issues • Business Growth & Development**
- **Threats & Opportunities • Workplace Conditions**
- **Trade Union & Representation Issues**
- **Human Resource Development • Conditions of Service**
- **Policy Issues • General Interest**

HOW CAN ACCESS TO OUR WIDE KNOWLEDGE BASE HELP YOU?

Information is the lifeblood of any organization that is focused on growth...and on avoiding or properly managing those pitfalls that can threaten structured development. This is a key motivating factor for leading companies across the world which use access to information to help drive the development of their products and services.

JEF'S EVENT PLANNING SERVICES

Event Planning can be time-consuming and can divert internal people resources from other critical tasks they must undertake.

What are the events with which we can assist you?

They run the gamut of special promotions and include:

- Cocktail Party/Dinner/Luncheon/Breakfast
- Company, Product or Service Launch Event • Press Briefing/Conference
- Awards Ceremony • Public Forum • Office/Staff Retreat
- Convention/Conference
- Plan and manage your event effectively
- Customize the event to suit your particular needs and help you meet your objectives
- Make your event a truly memorable and successful one.

OCCUPATIONAL SAFETY, HEALTH & ENVIRONMENT SERVICES

- 1 & 2 day Training Courses and Workshops for Managers, OSH Nurses, Safety Committees, Fire Wardens, Evacuation Marshals.
- Specified training for Industrial and Manufacturing service providers.
- Consultancy
- Advice
- Audits & Policy Development
- Interpretation of the Law and Social Security Advice
- HIV/AIDS Consultation, advise and training

“Our mandate is to create an enabling business environment for Micro, Small and Medium-sized Enterprises (MSMEs) in Jamaica...”

JEF'S ENTERPRISE & BUSINESS DEVELOPMENT SERVICES

The Enterprise and Business Development Services' attention to the creation of an enabling environment for Jamaica's Micro, Small and Medium-sized business sector demands that we focus on:

- Standards, as they relate to the availability of information and its application in the planning and decision-making process
- Organizational Structures and Reporting Functions and the role this plays in an organization's efficiency and competitiveness
- The Employability Skills of individuals employed to MSMEs
- Access to suitable benchmarks by MSMEs
- The Marketing Capacity of MSMEs

JEF firmly believes that the advancement of our economy and thus our country depends on the development and input of our young professionals. To this end, JEF has created associations such as the Jamaica Youth Employment Network (JYEN) and the Young Entrepreneurs Association (YEA). Some of their objectives are to:

- Create networking opportunities for young entrepreneurs (YEA)
- Lobby and make recommendations to policy makers on issues related to entrepreneurship (YEA)
- Create employment opportunities for young people (JYEN)
- Coordinate the activities of NGOs involved in youth employment (JYEN)
- Provide relevant information to young entrepreneurs (YEA)
- Assist in the creation of business opportunities for young entrepreneurs (YEA)

JEF'S BUSINESS INFORMATION CENTRE (BIC)

Our BIC offers the following services:

- Video-conferencing through SKYPE
- Computer-based Training
- E-information on business best practices
- A JBDC Satellite Station

INFORMATION

We are confident that our provision of information services will:

- Add value to your business operations as you become more aware of prevailing business practices
- Enhance your competitiveness on both a local, regional and international level
- Increase the marketability of your organization as a world-class employer of choice, among many other benefits.

INDUSTRIAL RELATIONS & POLICY DEVELOPMENT SERVICES

Formed with the intention of “enriching the scope of our value-added services to our members”, the Industrial Relations & Policy Development Services effectively enhances the “wellness” and quality of life at the workplace, as well as the overall ability of the organization to grow and develop for the benefit of everyone it serves.

ACTIVITIES SPECIFIC TO:

- The labour laws
- Guidance to IR law interpretation, custom and best practices
- Consultancy in labour market and work-place issues
- Lobbying and advocacy
- Policy development
- Conflict management
- Union claim, analysis and costing
- Wages and benefits administration
- Disciplinary procedures
- Any other matter affecting workplace relations