

Employee Communications

Effective communications materials result in a well-informed employee population that is able to make smarter decisions when selecting and utilizing their benefits. Parente HR Services will design employee communications materials to effectively highlight key elements of your Benefits Program. We take volumes of benefits information contained within plan documents and streamline it into a convenient and cost-effective benefits enrollment kit. Each piece is created to match the individual look and feel of your organization and developed with your employees in mind.

Services

- Strategy development and execution
- Custom design of materials
- Preparation of key messages and general themes
- Development of written materials
- Identification of data elements for personalized materials
- Forms design
- Total compensation statements
- Fulfillment (i.e., materials, packaging and mailing)
- Web-based benefits and hr documentation (online library)
- Professional, commercial printing
- Multi-language translation ability

Materials

- Benefits guidebooks (variety of sizes and pages)
- Enrollment kit folders
- Pre-enrollment mailers and newsletters
- Letter templates
- "How to" communications
- Enrollment forms (generic or personalized)
- Benefit flyers, brochures and inserts
- Benefit presentations
- Promotional items (i.e., wallet cards, magnets, etc.)