

T&J SERVICES



- Complaint Investigations
- Mediation
- Needs Assessments
- Database Design
- Research & Analysis
- Promotions
- Outreach



- Curriculum & Materials Development (ethics sexual harassment, EEO & The Law, civility, performance enhancement)
- Workplace Training
- Mediation
- Websites, brochures, flyers, advertisements, registration forms, tickets.



- Training development and presentations for youth and adults. CEUs offered.

T&J ASSOCIATES OF NEW JERSEY LLC

531 Saratoga Place
Galloway, NJ 08205

Phone: 609-748-0936

Fax: 609-748-2610

Cell: 609-992-8488

E-mail: Joyce.Pratt@tjassociatesnj.com

Web Site: www.tjassociatesnj.com



T&J ASSOCIATES OF
NEW JERSEY LLC

PRODUCT / SERVICE INFORMATION

T&J Associates

Consulting

Complaint investigations, mediation, needs assessments, database design, fact finding, survey and questionnaire designs, and data analysis.

Curriculum

Curriculum and materials development for workplace training with focus on professional development, awareness of workplace issues, and exacting ethical standards.

Presentations

Training presentations designed to modify workplace behavior, provide extra-curricula self-enhancement for students, and offer outreach strategies for public awareness.



T&J Associates

Consulting

Complaint Investigations. Reduce company liability and risks of close scrutiny of workplace investigations and jury verdicts by ensuring your workplace complaint investigations comply with federal and state regulations.

Mediation. Contract the services of a certified mediator to encourage resolution of workplace issues sans investigations, ease tension between employees and managers, reduce the number of reprisal complaints, eliminate frivolous complaints, and assist parties in learning how to communicate with each other.

Research & Analysis for problem areas and strategic planning, surveys for problem-solving efforts, and evaluations to assess efforts.

Curriculum

Are you in need of a new or updated training program to address workplace issues, statute compliance, recurring behavioral issues, or sensitivity awareness? T&J offers curriculum and materials development designed to meet your specific requirements. Programs include assessments, evaluation of current programs for amendments, and/or new program development.

Courses focus on professional development, exacting ethical standards, conflict resolution, leadership development and team building.

Program designs include source-books (learner guides), teacher guides, training and participant evaluations, and follow up steps to ensure satisfactory results.

Presentations

Ethics and respect, sensitivity training, self-improvement tips, workplace behavior, sexual harassment prevention, civility — just a few issues and topics T&J has been contracted to present for workplace training or materials development and presentations.

If there is a topic or issue you need addressed in your organization, school, college, or community by experienced professionals at low fees, contact us to schedule an appointment for discussion. T&J provides research, analysis, needs assessments, evaluations, course and materials development, and presentation of this material using current training techniques to ensure retention of data presented and the incentives to practice what was learned.

Any or all of our services could resolve your workplace issues!