



HR Documentation

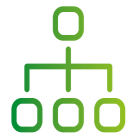
HOW WE CAN HELP

Establish compliant:

- Employment contracts
- Written statement of employment particulars
- Handbooks, policies and procedures

KEY BENEFITS

- ✓ Legal compliance
- ✓ Risk mitigation
- ✓ Future proof your HR documents



Organisation Management

HOW WE CAN HELP

- Redundancy, restructure, mergers, acquisition & TUPE
- Advice and guidance on handling change
- Design and implementation of change processes
- Changing terms and conditions
- Information and consultation processes

KEY BENEFITS

- ✓ Improved morale
- ✓ Regain control of business processes
- ✓ Proactive approach to change
- ✓ A continuous improvement culture
- ✓ Confidence in dealing with change



Flexible Working Arrangements

HOW WE CAN HELP

- Optimise working hours
- Strategic planning
- Changing terms and conditions
- Support managers

KEY BENEFITS

- ✓ A flexible workforce
- ✓ Reduced overtime costs
- ✓ Improved customer service
- ✓ Lower absence levels
- ✓ Employee engagement



Employee Engagement

HOW WE CAN HELP

- Design and structure of employee surveys and opinion
- Design and implement communication strategies
- Resolving workplace issues
- Improve working environment

KEY BENEFITS

- ✓ Engaged employees
- ✓ Higher productivity
- ✓ Effective communication
- ✓ Willingness to go above and beyond
- ✓ High employee retention
- ✓ Reduced recruitment costs



Disputes

HOW WE CAN HELP

- Dispute resolution and workplace mediation
- Investigations
- Disciplinary, grievance and appeal hearings
- Coaching managers in handling difficult conversations
- Settlement agreements

KEY BENEFITS

- ✓ Managers more confident in dealing with difficult situations
- ✓ Better employee relations
- ✓ Timely management of issues



Resourcing & Recruitment

HOW WE CAN HELP

- Act as your internal recruiting manager
- Design and structure assessment centres
- Job descriptions and adverts
- Bespoke induction/onboarding programmes

KEY BENEFITS

- ✓ Save money on expensive recruitment fees
- ✓ Management time savings
- ✓ Get the right people in the right roles
- ✓ Reduction in turnover



Performance Management

HOW WE CAN HELP

- Design a bespoke appraisal system
- Provide guidance and support to managers
- Capability procedure
- Performance plans

KEY BENEFITS

- ✓ Effective appraisal process
- ✓ Employees activity aligned with business objectives
- ✓ Improved performance and motivation
- ✓ Promotion opportunities



Pay & Benefits

HOW WE CAN HELP

- Pay and salary benchmarking
- Pay review structure and process
- Promotions and merit increases
- Benefits and rewards programmes

KEY BENEFITS

- ✓ Clear salary progression pathways
- ✓ Improved company reputation
- ✓ Higher retention rates



Absence Management

HOW WE CAN HELP

- Guidance for managers
- What is and isn't acceptable/reasonable
- What should be recorded and how
- Statutory rights

KEY BENEFITS

- ✓ Catch potential issues early
- ✓ Timely action
- ✓ Reduce cost of absence
- ✓ Improved turnover and retention
- ✓ Managers confident to handle issues