



## ***Mission Statement***

Hilary Rose Personnel will work with SMEs offering support and guidance on employment law and best practice enabling the strategy of the business to be adhered to.

Hilary Rose Personnel and associates will use their knowledge and expertise to apply pertinent competence in accordance with the professional standards of CIPD.

## ***Introduction:***

Employment law is a minefield. Many small/ medium sized businesses cannot justify the cost of employing a HR manager full time.

Here at HR Personnel we offer the solution, for a fraction of the cost we will use our knowledge and experience of employment law along with extensive training/development techniques to remove the need for you to attend costly and time consuming seminars or trawl through endless paperwork. We allow you to get on with what you do best, concentrating on building up and maintaining your business while we keep your business up to date with any changes in the law that you need to be aware of.

HR Personnel will work with you to facilitate the development and management of your staff by providing advice and support on all aspects of employment management.

## ***Our Service to You;***

We tailor our packages to suit your company and offer flexible and practical solutions to fit in with your demanding schedule. We are prepared to travel throughout the UK. This may range from one-to-one and/or group training; regular meetings; troubleshooting; several days on site to implement procedures to simply being at the end of the phone to answer your questions

## ***How we can help;***

- ✓ 'Health check' of your company's existing documentation
- ✓ Advice on recruitment and selection
- ✓ Contracts
- ✓ Company handbooks
- ✓ Induction of staff members
- ✓ Guidance regarding probation periods
- ✓ Policies and procedures that adhere to legislation

- ✓ Monitoring absenteeism and investigations of such
- ✓ Appraising your staff and managing performance
- ✓ Dealing with disciplinary and grievances, including investigations
- ✓ Staff leaving, including exit interviews
- ✓ Retirement
- ✓ Bullying and harassment issues
- ✓ Rewards and benefits, including guidance on minimum wage
- ✓ Working Time directive
- ✓ Redundancy/out placement
- ✓ Flexible working arrangements
- ✓ Maternity/paternity leave, also Parental/adoptive leave
- ✓ Development towards IIP (Investors in People) accreditation
- ✓ Training policies and evaluation

***We offer general training in the areas of:***

- ✓ HR procedures
- ✓ Interview techniques
- ✓ Appraisal and performance management involving line managers and employees
- ✓ Stress management
- ✓ Time management
- ✓ Health & Safety committees
- ✓ Health & Safety awareness in the workplace
- ✓ Customised training packages according to individual companies and sectors
- ✓ All aspects of general training and development

***Personal Profile***

Hilary Rose is a Chartered member of the Chartered Institute of Personnel Development with a postgraduate diploma in Human Resource Management and has many years of experience in the areas of employee management, employment law, training and development.

This has enabled her to become a key provider, working with SMEs in all aspects of Strategic planning and human resource. Her expertise encompasses the facilitation of ISO9001 and TS16949, Health & Safety as well as the accreditation of Investors in People (IIP).