

HR Essentials Programme



Improve your HR Management techniques in a hands-on and meaningful way - without leaving your office!

Are your HR processes a bit haphazard?
Are you constantly reacting to HR situations?

The HR Essentials Programme offers a low cost HR coaching and mentoring option to enable the HR hat wearers in smaller businesses to tap directly into my knowledge, expertise and enthusiasm.



†: 0114 360 0626

HR Essentials Programme



Who are you?

You might be the MD, you might be the MD's PA, whatever your job title you will work in a small business and will have responsibility for HR issues within the business. You've had no formal HR training and are regularly facing demands which are taking you away from your normal activities and outside your comfort zone, such as:

- Accurately interpreting legislation to suit your business needs
- Setting pay rates and deciding what benefits would be appropriate for your employee
- Recruiting and training new employees
- Managing poor performance and disciplinary issues
- Recognising a potential grievance and nipping it in the bud
- Calculating leave entitlements for part timers
- Providing correct documentation to start and terminate the employment relationship

What do you want?

You want to learn about HR Management techniques in a hands-on, interactive, meaningful way - without leaving your office!

You want to share experiences with other people who are facing the same daily demands as you!

You want to stop being reactive to HR issues and develop a HR plan that is proactive!



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Learn, experience and share through my HR Essentials Programme.

With my guidance your business will experience the benefits of an effective HR strategy and you will build your network by sharing your ideas and experiences with other members of the group.

What does this programme provide?

HR Audit

When you join the programme we will spend a day, at your business, looking at your existing HR practices and discussing your personal development needs. We will agree your HR strategy for the business and put together a plan on how that can be achieved. We will also put together a short term (3 month) and medium term (12 month) action plan of learning outcomes and objectives.

Individual mentoring sessions—keeping you on track and eliminating those feelings of frustration!

We then check-in once a month, for an hour, either in person or via the telephone, to revisit the key aspects of the plans to ensure you remain happy with the agreed strategy and to review your progress towards your personal objectives.

Group mentoring sessions

Provided via the internet, group sessions will cover a mixture of questions and topics that are relevant to all HR hat wearers regardless of business size or industry; the group sessions also offer an opportunity for the members to build their network, share experiences and support one another.

Essential HR Documents

As a member of the programme you will receive unlimited access to my library of over 250 legally compliant essential HR documents including: model policies, letters, forms and check lists.

HR Clinics

From month two of your HR Essentials Programme we will spend half a day together at your business premises dissecting an essential areas of HR practice. Such as:

Staff Files and Other HR Records

Maintaining accurate records, manual and computerised systems, Data Protection Act

Employment Contracts and Staff Handbooks

What should go in them, when they should be issued and how they can be amended

Recruitment

Designing a process to ensure you recruit the right people at the right time

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Workplace Communication

What, when and how to communicate, the importance of a staff handbook

Managing Performance

Managing the probationary period, setting objectives, delivering structured feedback through to the actual performance review meeting

Managing Absence

Identifying and measuring absence, handling short and long term absence, handling lateness and non attendance

Maternity and Family Leave

Rights and the law in maternity, paternity, adoption and parental leave

Discipline

Are your rules appropriate for your business, The ACAS Code of Practice, how to apply your procedure

Disciplinary Investigations

What needs to be investigated and documented, skills in handling sensitive situations

Grievances

Dealing with informal and formal complaints

Discrimination

Essential principles of discrimination in the workplace

Termination

Voluntary resignation, monitoring turnover, redundancy, unfair dismissal

Retention Strategies

Retaining, motivating and developing staff

During each HR Clinic we will compare your policy to existing employment legislation to ensure compliance. We will also look closely at how you are using the policy in practice.



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Our People



Kathryn Aldred

I am a highly experienced HR Manager with a wealth of skills and knowledge acquired in a wide range of demanding roles from both the public the private sectors.

My HR career began in the NHS before spending several years within the financial services industry working for companies such as Capita Hartshead and Norwich Union.

I moved from a Generalist HR role into a consultancy role when I joined a local firm of Chartered Accountants and began to assisted local companies with their HR requirements.

Since then I have worked as a consultant for organisations such as the Crown Prosecution Service, School Food Trust, Liberata and William Hill in addition to numerous SME's.

This valuable experience within the HR and Consultancy fields naturally led to me establishing Kea HR.



Specialties

- Absence Management
- Auditing Your HR Processes
- Capability
- Consultation Processes
- Contracts of Employment
- Dependents Leave
- Discipline, Dismissal and Appeal Processes
- Employment Law
- Flexible Working
- Grievance Processes
- Holidays
- Mediation
- Performance Management
- Policies and Employee Handbooks
- Probation, Induction and Performance Management
- Parental Rights
- Pre-Employment Checks
- Recruitment
- Redundancy: Planning & Implementation
- Reviewing Existing HR Documentation
- TUPE Transfers (in and out)
- Union Negotiations

Testimonials

Pepe Tozzo, Director, Capex Health

Kathryn provided me with HR consultancy during a particularly difficult time. We were hiring and firing at an intense rate so our HR policy had to be solid, defensible and swift to operate. Without Kathryn we would have come unstuck on many occasions and I was very

Andrew Niker, Operations Manager, Nupark

I worked with Kathryn when she was providing consultancy support to one of my clients. During this time we were both working on a complex project which required someone with a good knowledge of HR practice and employment/TUPE expertise in particular. Kathryn soon became the focal point for all HR related activity on the project and her knowledge and hard work allowed issues to be resolved in a timely fashion. Kathryn's tremendous organizational skills along with the ability to

Carrie Goodwin, Group Communications Manager, CPS

Kathryn is everything you need in a HR adviser. She is approachable, accessible, incredibly knowledgeable, and when things get tough she is indestructible. Definitely the woman to have on hand to provide proactive HR direction and reactive HR guidance.

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Please contact me to discuss the HR Essentials Programme in more detail.

Your Name:

Company Name:

Address:

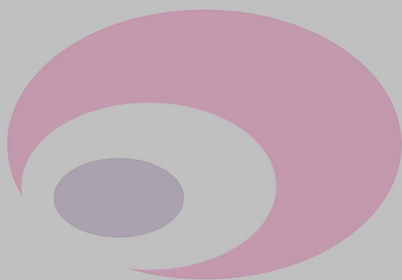
Post Code:

Email:

We respect your privacy and undertake never to sell or rent out personal information to third parties.

Signature: Date:/...../.....

Please fax this enquiry form to 01709 376626



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