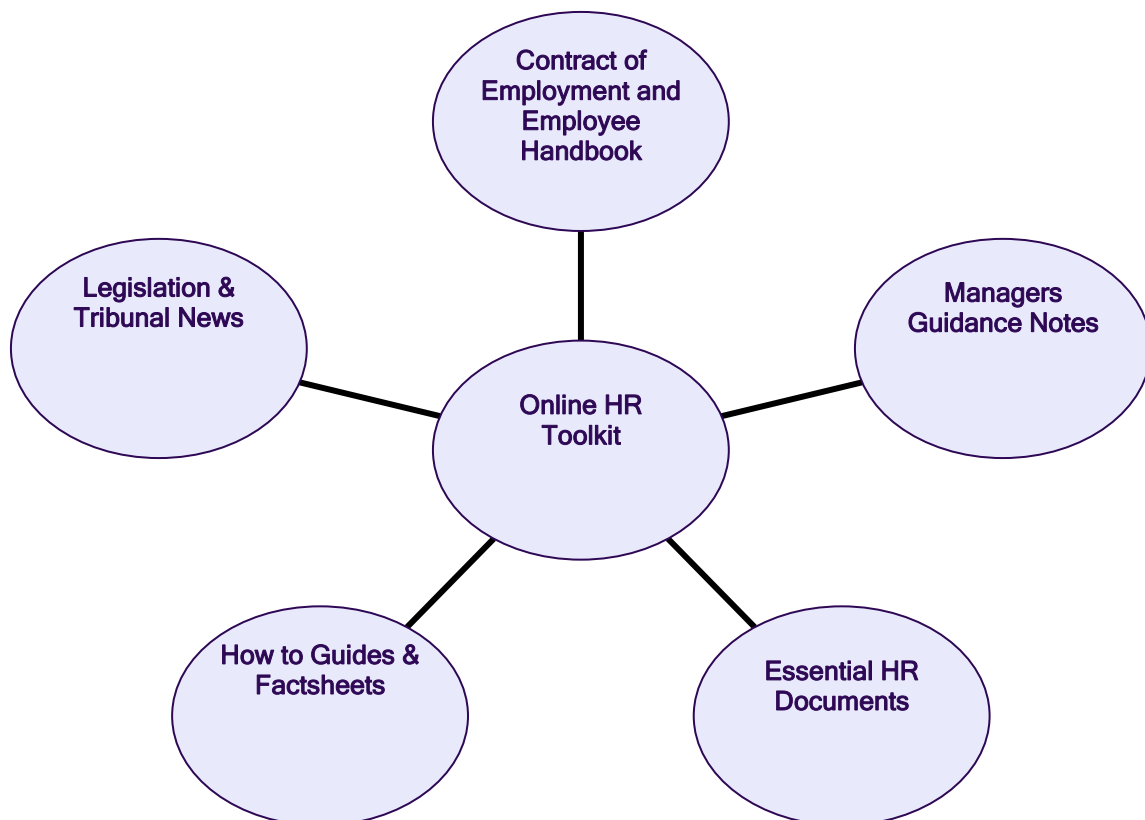




Online HR Toolkit

24/7 access to essential HR resource materials for your business!



It's a fact that managing employees is time consuming. It can also become costly if you get it wrong. The Online HR Toolkit helps you meet your legal requirements and protects your business from unnecessary risk and liability.

Regardless of whether HR is one of your many responsibilities or is your main job function you will need to provide your employee's with clear policies that describe how you will deal with specific issues.

The constantly updated resources materials within the Online HR Toolkit enable you to manage everyday HR issues easily, quickly and cost-effectively.

An annual subscription provides immediate and unlimited access to :

- Standard Statement of Main Terms and Conditions of Employment (full time and permanent)
- **Template Employee Handbook:** including statutory HR policies, provides a basic model for you to introduce a consistent way of communicating with your employees
- **Manager's Guidance Notes:** describing current and forthcoming employment legislation and best practice techniques
- **How to Guides:** providing step by step instructions in many key aspects of HR
- **Over 300 essential HR documents** enable you to efficiently manage everyday HR issues and include:
 - **Policies** - clearly written and communicated policies are your best defense against tribunal claims.
 - **Procedures** - model procedures so you can be legally compliant immediately
 - **Flowcharts and How To Guides** - provide step-by-step guidance to the situation
 - **Forms and Letters** - are templates with clear prompts where text should be added
 - **Check Lists** - provide a reminder of the essential points to be covered in the particular situation
- **Q&A's:** provide practical solutions to a range of common HR Issues from recruiting a new employee right through to executing a fair dismissal
- **Tribunal News:** providing plain English summaries of recent cases with practical tips on how to protect your business from similar situations
- **Legislation News:** providing plain English guidance of pending legislation changes at local and EU level
- **Legislation Tracker:** up to date information relating to UK employment legislation such as rates of statutory sick and maternity pay and the National Minimum Wage
- **Factsheets:** explaining key areas of HR which you can use as information sheets for staff

Unlimited downloads

There is no limit to the number of documents you may download from the Online HR Toolkit.

That means that every time you need a HR related business document, whether that be for recruitment, discipline, terminating, or any other employee-related task, you can quickly and easily access what you need.

Subjects Covered

The resource materials are sorted by subject so everything you will need to be compliant is together in one folder meaning you can quickly and easily locate the guidance notes and then find the policies, letters, forms and check lists you will need so you can be compliant immediately.

The subject folders are:

- Recruitment and Selection
- Contracts of Employment and Employee Handbook
- Wages, Benefits and Working Time
- Performance and Development: capability, induction, probation, appraisal, supervision and training and development
- Leave and Time Off: sickness, holiday entitlement and adoption, maternity, paternity and parental leave,
- Discipline and Grievance Procedures
- Employee Relations: data protection, equality and diversity, information and consultation
- Leaving: managing employee turnover, redundancy, retention, retirement, resignation
- Occupational Health
- Other HR Related Issues

Updates

I monitor tribunal decisions and UK Government and European Parliament for changes to legislation that force revisions in workplace policies and best-practices.

I constantly update the resources within the Online HR Toolkit so you'll always be working with the most up to date information when making decisions and advising members of your management team.

If you subscribe to this service you can forget about all that research that's on your to-do list as I will be doing it for you.

Support

Online Support Facility

Allows you to obtain quick advice on issues which are happening in your business right now.

On-Site Support

There may be occasions when you need HR support on-site. This may be to attend a management meeting, deliver training or carry out an investigation. As a member of the HR Support Centre you will receive a substantial discount on my standard hourly rate.

See What Existing Clients Say

We find the KEA HR Support Centre excellent for instant access to templates documents for core HR activities such as recruitment, maternity and disciplinary procedures. The Newsletters keep us at the forefront of any changes to current legislation and Kathryn's prompt response to e-mail enquiries is great when we need a quick solution to a situation.

Debra & Denise
Directors
Leslie Frances (Hair Fashions) Limited

Please contact me to discuss the Online HR Toolkit in more detail.

Your Name:

Company Name:

Address:

Post Code:

Email:

I 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

Alternatively send me an email to enquiries@kea-hr.co.uk