



Practical, Prompt, Professional HR Solutions

HR MANAGEMENT PROJECT WORK

We listen and work with our clients to fully understand their business needs and to implement an appropriate practical plan of solutions to fulfil these needs. We appreciate fully that people are different and therefore recognise that each of our clients has needs specific to them.

Our experience covers:

- HR audits;
- Business mergers and acquisitions, restructuring and redundancy consultation and implementation;
- Consultation processes to amend terms and conditions of employment;
- Employee relations including multi-site TUPE situation;
- Implementation of employment contracts and employee handbooks;
- Job analysis, person specifications and job descriptions review, updates and implementation for a restructure.
- Performance management;
- Recruitment and selection including assessment centres;
- Recruitment and selection for new site openings;
- Job profiling and writing job descriptions;
- Personality profiling and emotional intelligence;
- The transfer (of undertakings) of over 200 employees from in-house to a contractor;
- Training of Team Leaders and Directors in objective setting and performance management systems.

Telephone us on **0208 8168 726** to discuss your requirements. After a thorough understanding and appreciation of your needs we will forward to you a detailed quotation.

Our HR management project work is available in the UK and Norway.
Our HR management project work may be undertaken by an Associate HR Consultant.



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HR PROJECT WORK

When you require a HR project to be undertaken we would discuss the following with you in order to fully understand the scope of the work that you require to be undertaken.

1. Project description
 - a. A full description of the project
2. Benefits to the company
 - a. Provide an overview of the key benefits to the company for engaging in this project, both short and long term.
3. Goals
 - a. What are the results expected?
 - b. The goals must be specific, measurable, achievable, realistic and time based.
4. Resources needed
 - a. Are internal and external resources needed for this project and how will they be acquired? (e.g. equipment)
 - b. What are the working practices?
5. Critical success factors
 - a. Regular communication plan including what, who and when.
 - b. Possible obstacles to the successful completion of the project.
6. Project plan overview
 - a. Main activities
 - b. Milestones
 - c. Time and resource plan
 - d. Budget
 - e. Project manager, project responsible, resource/reference group

Telephone us on **02088168726** to discuss your HR project further.