

CREATING VALUE THROUGH HUMAN CAPITAL



Your HR Business Partner

Every business has different HR needs so we take time to fully understand Your needs to ensure that the HR solutions we introduce will deliver the results your business requires.

Through any combination of our Outsourced HR Services, HR Consultancy and Training & Development Courses, EmployEasily gives you commercially focused HR solutions and can help your business maximise the value of its people. Working closely with you we can:

- Develop and implement an HR Strategy and action plan for your business ensuring that the skills, knowledge and attitudes of staff are developed in line with your business objectives
- Provide an advisory and consultative service on all aspects of employment law and practices to the Directors and Managers of your business ensuring they comply with all legal requirements and HR best practice
- Develop and maintain effective policies and procedures for your business across a range of HR matters, including recruitment and selection, remuneration, health and well being, working life and health and safety
- Enhance and/or develop and implement learning and development plans and delivering training programmes to underpin the HR strategy of your business
- Develop and implement fair and effective pay policies for your business, including appropriate job evaluation programmes
- Lead consultations and negotiations processes with staff and trade unions on all aspects of employment matters working to ensure excellent employee relations
- Provide your business with an awareness of changes in employment law, government policy and emergence of best practice and use this to provide strategic advice on effective use of human resource and all organisational development issues
- Develop effective health and safety arrangements for your business to ensure compliance with all health and safety legislation and best practice

DEFINE & ALIGN YOUR HR STRATEGY

At EmployEasily we recognise that your people strategy needs to align with your overall business strategy and that this goes beyond traditional human resources activities - a strong HR strategy allows for a direct connection between the value employees offer and an organisation's bottom line.

The problem: Having a full or part-time HR Business Partner within your organisation can prove expensive and sometimes unnecessary for a small business.

The risk: Without the skills and knowledge that an HR Business Partner brings, companies are vulnerable to industrial tribunal action and even legal action because their businesses aren't compliant with the latest employment laws and health and safety legislation or they struggle to attract and retain staff.

The solution: With EmployEasily HR Services Ltd as an HR Business Partner, you will benefit from having HR expertise at a competitive rate without the fixed cost of a full or part-time employee.

Our business focused approach to HR is designed to contribute significantly to the achievement of the vision, aims and business objectives of SMEs through the development and implementation of HR strategies, policies and procedures

FOR GREATER BUSINESS SUCCESS

Outsourced HR Services

EmployEasily's outsourced HR services provide the best value for money and with prices based on the size of your company and starting from as little as £14 per month, they are a highly cost-effective way for businesses to adopt a proactive approach and manage risk effectively and with confidence.

By using our Outsourced HR services, a company knows they have all the HR support they need on-tap, without the expense of an HR manager and his/her support and facilities.

To provide businesses with the most cost-effective solutions possible we have designed four unique Outsourced HR Service packages to choose from:

[Advise](#) | [Introduce](#) | [Manage](#) | [Sustain](#)

Our Outsourced HR service packages can be tailored to match your specific needs, whatever the scale, from telephone and e-mail support to planned site visits, right through to the full outsourcing of an HR function.

Our 'Advise' service provides you with practical, commercially focused HR advice and support on any employment issue your business may be facing including: discipline, grievance, redundancy, discrimination, absence management, contractual issues, performance management, dismissal and recruitment.

Our 'Introduce' HR Service package is designed to ensure your business keeps up with complex Human Resources legislation and has in place critical policies and procedures to limit the risks of industrial tribunal actions being raised.

Our 'Manage' HR Service package is designed to provide businesses with a cost-effective HR Management solution that can save your existing managers extensive amounts of time that they can focus on core business activities. It can be used to compliment the benefits your company are already receiving through our 'Advise' and 'Introduce' packages or can be used to compliment your existing HR function.

Our 'Sustain' HR Service package provides a fully outsourced HR service, at a fraction of the cost of a full-time resource, and can be tailored to fit with your business and help support delivery of your overall business strategy.

Our Outsourced HR Services Packages	Advise	Introduce	Manage	Sustain
HR Advice Hotline: General HR Advice (Online / E-mail or Telephone)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Regular updates on changes to Employment and/or Health and Safety Legislation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Online access to various HR related templates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
On-Site HR Surgery 1 days per month *		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Produce and maintain contracts of employment and employee handbooks		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Produce and maintain job descriptions and person specifications		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Absence Management			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide job evaluations, establish minimum performance standards, and help introduce targets/ glide paths			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide Staff Appraisals and Performance Management Review Processes			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Support managers with staff appraisals and performance management of employees			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Support Managers with Disciplinary Investigations / Hearings and required actions			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Our Outsourced HR Services Packages	Advise	Introduce	Manage	Sustain
Attend periodic management meetings as required			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide HR Skills Coaching and/or mentoring for your managers during on-site day			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Offer an 'HR Clinic' appointment service during on-site day			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Event Driven HR Administration e.g. leavers, joiners and job changes			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pre-employment Screening and Employee Induction				<input checked="" type="checkbox"/>
Reference Requests e.g. proof of earning, previous employee				<input checked="" type="checkbox"/>
Training Administration				<input checked="" type="checkbox"/>
HR policy review, formulation and ongoing monitoring to ensure compliance with current Employment Law				<input checked="" type="checkbox"/>
Health & Safety policy review, formulation and ongoing monitoring to ensure compliance with current Health & Safety Legislation				<input checked="" type="checkbox"/>
Redundancy, resignations, termination of employment: we can handle all aspects of any of these situations				<input checked="" type="checkbox"/>
Enhance Employee Relations: Ongoing Staff Communication, Staff Surveys, ESAT Measuring and Reporting				<input checked="" type="checkbox"/>

*Additional on-site days can be added, at an additional cost, to any package, to suit any specific business needs you may have.

PEOPLE STRATEGIES

HR Consultancy Services

A Human Resource strategy, aligned across all business strategies and directly linked with organisational goals, is a fundamental requirement for any organisation striving to reach its full potential.

Adopting a strong HR strategy will help to reinforce the link between an employee's work and company results, in a way that gives a sense of ownership and helps organisations attract, retain and reward a talented workforce while aligning people with the business strategy.

At EmployEasily, we provide you with the tools to check, assess, evaluate, and create a successful HR strategy and then help you put it into practice.

Utilising Six Sigma principals, EmployEasily led HR Consultancy projects are directed toward the internal customer and are designed to identify and remove the causes of defects and errors in your HR processes, deliver real cost benefits resulting in human resources functions that are faster, more efficient and more cost-effective.

We provide practical, commercially-focused advice and support across a wide range of HR services and Employment Law topics, at both strategic and operational levels, to companies of all sizes.

SUPPORT BUSINESS OBJECTIVES

DEFINE EXPECTATIONS

Performance Management

Performance Management can be defined as the process of assessing progress toward achieving predetermined goals, adding relevant communication and action on the progress achieved against these predetermined goals.

EmployEasily HR Services can help your business create and implement a robust performance management system that is strategic, integrates various aspects of the business, and incorporates performance improvement, learning and development and managing behaviour to help your business achieve its operational and strategic goals.

Implementing an EmployEasily performance management system will ensure:

- there is clarity about what is meant by performance and therefore a focus on how individual employees will benefit and play their part in the process
- line managers have a robust tool to manage staff performance and a clear understanding that its success will depend on their ability to use it effectively

The provision of a Performance Management system is included as standard in our 'Manage' HR Service package. For companies that do not subscribe to our 'Manage' HR Service package, we can certainly still provide a Performance Management System but would deliver it as a 'project'.

BOOST STAFF PERFORMANCE

REDUCE COSTS....

HR Consultancy Projects

EmployEasily HR Services can help you deliver HR projects with significant financial benefits to the company.

EmployEasily can deliver HR projects in conjunction with your existing HR team or as stand-alone bespoke initiatives.

Examples of the types of HR Projects we can support are:

- Payroll administration
- Job evaluation
- Time and attendance management
- Medical/dental benefits
- Leave time eligibility, application and administration
- Reward and Recognition
- OT authorisation compliance
- Absenteeism
- Conflict dispute resolution
- Discipline/termination/dismissal
- Career and succession planning
- Change management
- Communication programmes
- Employee satisfaction
- Organisational culture
- Performance improvement
- Company-wide employee satisfaction surveys via internal website, publication of results and posting of ongoing improvement plans and results

....BY IMPROVING HR PROCESSES

HELP YOUR PEOPLE GROW



Training & Development

EmployEasily can help you establish a clear path for employees to achieve their goals and develop effective solutions that let you easily identify competency gaps across your organisation, then help you formulate appropriate career development goals for your people and produce and deliver bespoke in-house training. Our extensive range of courses includes:

- Leadership
- Communication Skills
- Influencing and Personal Impact
- Assertiveness
- Recruitment and Selection
- Business Planning
- Marketing, Project Planning
- Motivation
- Time Management
- Training, Coaching and Counselling
- Meeting and Presentation Skills
- Problem Solving
- Team Effectiveness
- Appraisal and Interviewing Skills

TO MAKE YOUR BUSINESS GROW

WE BRING CLARITY...

Total HR Solutions

At EmployEasily Ltd, we understand how HR can impact on your company's overall performance and how a good HR strategy, aligned with your business strategy underpins a company's commercial success and will ensure it complies fully with current employment law thus avoiding potential issues like industrial tribunals and employee grievances.

Here are 5 great reasons to choose EmployEasily Ltd for your HR requirements:

Value for Money: When you partner with EmployEasily Ltd, it is our sole mission to add value to your business and to deliver levels of service that consistently exceed your expectations.

Commercially Focused: We take time to understand the challenges you face, what your goals are and what outcomes you are looking for and then put forward commercially focused HR solutions designed to fit with your objectives, vision, values, culture and desired outcome.

Our range of services: Through any combination of our Outsourced HR Services, HR Consultancy and Training & Development Courses, EmployEasily gives you commercially focussed HR solutions and can help your business maximise the value of its people

Personal Service: We're big enough to handle your needs but small enough to care! At EmployEasily, You are not just another client to us. You will have specific requirements that will require a precise and unique solution and bespoke service. The level of service that you will receive will only be surpassed by the quality of the solutions that we deliver for you and your company.

Quality of Service: We are fully committed to providing top quality services to our customers. We want our services to continuously improve so that they remain customer-focused and provide value-for-money. Our goals are to have high levels of customer satisfaction and to be one of the best performers when compared to other HR Service providers.

...TO COMPLEXITY

EVERY BUSINESS HAS DIFFERENT HR NEEDS....

.....Obtain Value....Avoid Risks....Employ Easily.....

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 **EMPLOYEASILY
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Bringing clarity to complexity