

the road to

# KEEPING HR SIMPLE



# introducing KEEPINGHRSIMPLE

Keeping HR Simple is who we are and what we do for you and your business. There are some complex issues within HR, but we believe that most of what your business needs can be kept simple and straightforward.

We provide you with straightforward, practical hands on advice to help manage your staff and HR needs, giving you the confidence to handle situations correctly and professionally.

Supporting you whether you employ a single person or many people; giving you peace of mind that you are doing the right things at the right time - for you, your employees and your business.

**Straight talking – No jargon guaranteed**

**Practical advice you can use**

**Cost effective packages for your business**

Looking for HR help? Contact us now for the information you need.

Katherine & Jason Duff

call 01487 815720 • email [info@keepinghrsimple.co.uk](mailto:info@keepinghrsimple.co.uk)  
[www.keepinghrsimple.co.uk](http://www.keepinghrsimple.co.uk)

# recruitment

Keeping HR Simple's recruitment method is simple and proactive in finding the right people for you and your business. We support you with your recruitment strategy, process, advertising and administration to help you find the very best people.

Our recruitment is affordable and effective, giving you the support you need. We take away the hassle, saving you thousands of pounds and leaving you to concentrate on running your business. We are able to:

- dramatically increase the ability to find the right person, reducing risks to your business;
- offer a cost effective job advertising solution
- manage the critical probationary period to ensure that you've made the right choice.

**Thinking of recruiting? We will save you time, money and resources. Contact us to find out what recruitment support we offer and how you can take advantage of our cost effective packages.**



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# management

Your employees will be your greatest asset or a devastating liability. Getting the best from your employees is key to your company's success. We support you with all aspects of employee engagement, giving you the confidence to handle any situation correctly, quickly and professionally. For example:

**Sickness absence**  
**Performance**  
**Communication**

**Maternity**  
**Holidays**  
**Health and Safety**

**Disciplinary**  
**Grievance**  
**Benefits**

Whether you are taking on your first employee or managing a larger number, we have a solution for you. Packages start from as little as £75 per month with all your contracts, staff handbook, email and phone support included.

**Having staff issues? Contact us now and see how our pre-paid and cost effective monthly service level agreements will help you to get the best from your employees.**



**YOUR COMPANY**

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# restructure

At some point all businesses have to restructure. Be it growth or redundancy, recruitment or dismissal; handling a restructure correctly is fundamental to its success. We can talk you through the options available so you clearly understand what you can and can't do. We offer:

- someone to talk to in confidence
- a strategy and a detailed step by step action plan
- redundancy consultation and support

We are on call and on site assisting you through the process so that you have knowledge and confidence to make vital changes happen. Our service will save you time and money preventing costly mistakes and potential legal actions against you. You're not on this journey alone; Keeping HR Simple will be with you all the way.

**Do you need to make changes to your business?  
Need someone to talk to? Contact us now in  
complete confidence.**

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## our customers say

“Hydromarque has enjoyed a successful and professional relationship with Keeping HR Simple now for 3 years. Unlike other companies they are a true business partner.”

**Rob Newcombe, Managing Director**  
**Hydromarque Ltd**

“Given the fact that HR can be confusing, they’ve honoured their Company name by making it understandable, using plain English with a common-sense approach.”

**Steve Wild, Director**  
**A4 Plus Drawing Services Ltd**

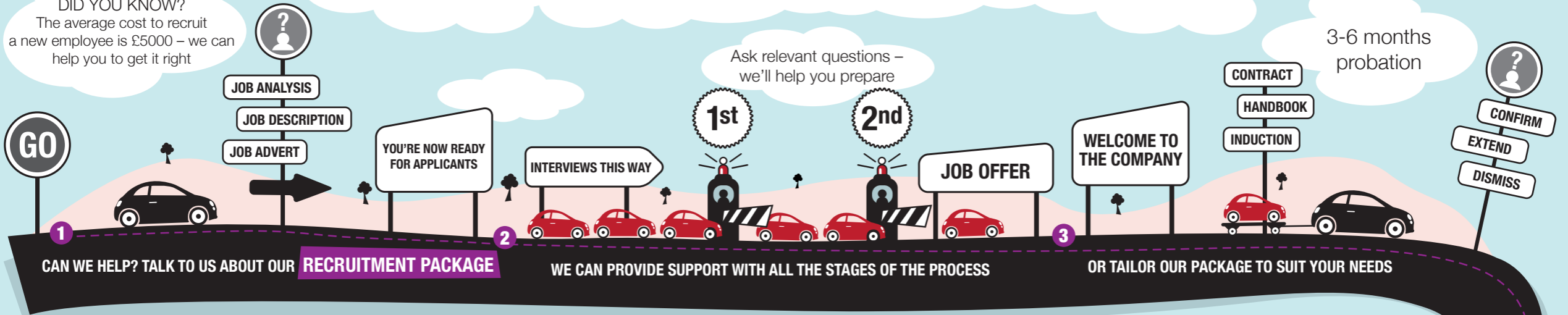
“Keeping HR Simple have been brilliant – they gave me just the common sense and relevant advice I was looking for when going through the recruitment process for the first time.”

**Fearghal Corbett, Director**  
**The Good Folk**

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# The road to KEEPINGHR SIMPLE - "An Employer's Journey"

**DID YOU KNOW?**  
The average cost to recruit a new employee is £5000 – we can help you to get it right



## YOUR COMPANY

<b>DISCIPLINARY</b>	<b>COMMUNICATION</b>	<b>SICKNESS ABSENCE</b>
<b>PROMOTION</b>	<b>PERFORMANCE</b>	<b>HEALTH &amp; SAFETY</b>
<b>HOLIDAYS</b>	<b>MATERNITY</b>	<b>BENEFITS</b>

**DID YOU KNOW?**  
The average sickness absence is 6.6 days and costs £609 per employee per year

**DID YOU KNOW?**  
It's 7 times more cost effective to develop and retain your existing staff than recruit new ones

**DID YOU KNOW?**  
It can take up to 18 management days to resolve a disciplinary issue

**CAN WE HELP? TALK TO US ABOUT OUR RESTRUCTURE PACKAGE**

**EXIT**

**CAN WE HELP? TALK TO US ABOUT OUR MANAGING EMPLOYEES PACKAGE**

**PEOPLE MANAGEMENT**

**FEEDBACK**  
**REVIEW**  
**TRAINING**

For help at any stage on **your** employer journey, give us a call on **01487 815720** or email **info@keepinghrsimple.co.uk**