

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 Connolly & Jason Duff

call 01487 815720 • email info@keepinghrsimple.co.uk

www.keepinghrsimple.co.uk

recruitment

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

Our recruitment is affordable, effective and gives you the confidence and support you need. We are able to:

- dramatically increase the ability to find the right person
- massively reduce the risk of employing the wrong person
- manage the critical probation period so it's risk free for your business

Keeping HR Simple will save you time, money and resources throughout your recruitment campaign.

Thinking of recruiting? Contact us now to find out which recruitment package will find you the right person.



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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 £60 per month with all your contracts, staff handbook, email and phone support included.

Having staff issues? Contact us now and see how our ad hoc, pre-paid or monthly service agreements will 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. You can talk to us in confidence so you clearly understand the options available to you. 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

“Keeping HR Simple explained the whole recruitment process to us and managed every aspect to a very high standard. We’re happy to say that we’ve found our new employee in a very short space of time with their help.”

Mark Dalgarno, Director
Software Acumen 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

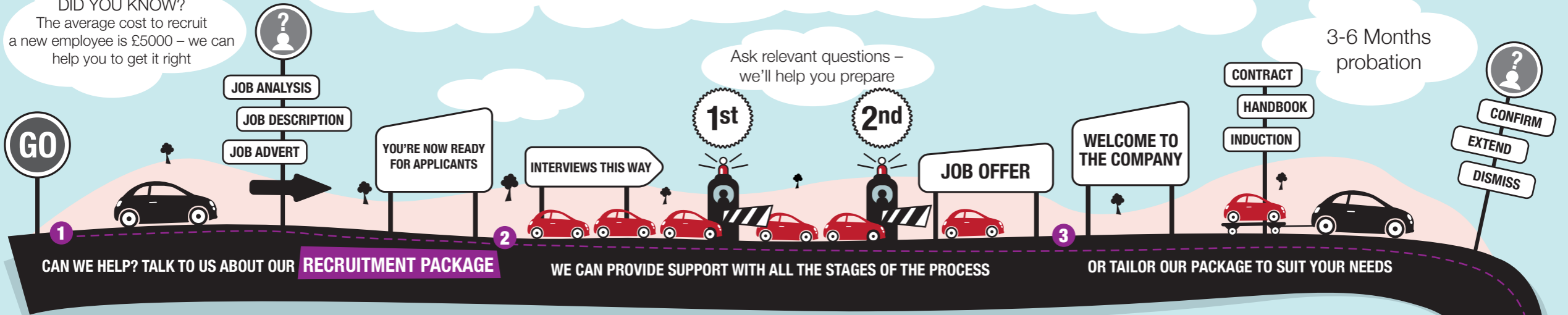
“They do exactly what it says on the tin – they keep it simple. Having tried a number of HR companies over the years I’d have no hesitation in recommending Katherine and her team.”

Markus Hankinson, Ex Managing Director
CBS Communications Ltd

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The road to KEEPINGHRSIMPLE - "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

DISCIPLINARY	SICKNESS ABSENCE	COMMUNICATION
PROMOTION	PERFORMANCE	HEALTH & SAFETY
HOLIDAYS	MATERNITY	BENEFITS

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



DID YOU KNOW?
There were 47,900 unfair dismissal claims in 2010/11. We can help you reduce the risk of a claim.

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

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



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