

DAY IN THE LIFE OF AN HR CONSULTANT



9:00 AM

Reply to client email queries and give advice



DID YOU KNOW?

The average employee only takes

62%

of their overall holiday allowance?

The UK offers the **highest number of weeks of paid maternity leave** but ranks among the lowest when it comes to the amount of pay.



One in three

flexible working requests are refused; an employer must cite good reasons for a rejection.

Working with Keeping HR Simple gives you peace of mind and the confidence that we will be by your side to help you run your business, and deal with any issues as they happen. Common situations we can support you with include: working out complicated holiday entitlements; giving advice on maternity pay and leave entitlements; and drafting responses to send to employees who have made flexible work requests.

10:00 AM

Research latest legislation changes and write a simple email update

We keep you up to date with simple and relevant information via email and invites to join us on our popular webinars.

Sign up!
to receive newsletters and webinar invites

11:00 AM

Support visit to client (bringing cake is a must!)

We provide proactive, hands-on support to help you manage the day to day stuff, such as meetings with your team, issuing contracts and being on hand to answer tricky questions.

Who are Keeping HR Simple?
Find out more about our team

12:30 PM Take a client consultation call

The average time taken to recruit someone is 27.5 days so planning is essential from the beginning

At Keeping HR Simple we do more than just the hands-on, day to day stuff! Where we really add value is consulting with you on the bigger picture and playing an integral role in your business.

Thinking of recruiting new team members? We'll be on hand with plenty of strategic advice.

These are the Pros and Cons

1:30 PM

Run reports for a client and give proactive advice on managing specific issues

It's essential to keep on top of employee sickness data, and we can help with that - leaving you to keep your eye on your business and associated costs.

Sickness Absence Report

Businesses need to be savvy about their sickness-related costs

In 2018, the average number of days' sickness per employee per year was 5.6. In 2019 that average increased to 6.4 days per person.

Struggling with sickness absence in your business? [Contact us](#)

DID YOU KNOW?

60%*

of departing employees cite their Manager as a significant part of their reason for leaving

*Approx.

2:00 PM

Prepare content for an online training course

We help you to have a better business by running courses that improve your management team's communication and people skills. Investing in upskilling your managers means they are better equipped to handle problems and issues effectively.

Want more information about our management training courses? [Contact us](#)

3:30 PM - 5:00 PM

Reply to client email queries and give advice

Keeping HR Simple supports your specific needs to ensure you have all the right HR documentation in your business. That might include matters such as drafting and sending a "work from home" policy, and writing bespoke interview questions for you to use. Whatever your needs might be, we'll be there - when you need us.

DID YOU KNOW?

In December 2019, around

7%

of the UK workforce was working remotely. By April 2020 it was almost half the UK workforce. We're certainly expecting to see remote working continue at significantly higher levels

The average cost per hire in the UK is £3,000 so it's essential to get it right from the start, including asking the right questions

Can we help you?
Email at info@keepinghrsimple.co.uk
or call **01487 815 720**