

## Professional, Experienced HR & Business Advice and Services.

Are you a small to medium sized employer who needs HR advice and support delivered in a way that suits your business and at a cost you can afford? - then read on!

### Who is it for?

**HR Business Partner** is aimed at the small to medium sized Employer with limited HR expertise. There is a plethora of Employment Legislation, best practice guidelines and lots of conflicting information about the application of employment legislation in the workplace. For a Business Manager trying to grow and develop their business keeping abreast of this can be time consuming with very little or no return on the resources invested.

### Benefits:

#### What are the Benefits:

#### **HR Business Partner** offers -

- ◆ Expert Human Resource advice and support delivered and costed in a way that suits your business.
- ◆ An easy way to keep up to date with legislative changes without having to attend seminars or research these topics yourself.
- ◆ An experienced Business Manager who understands what it is like to run a business and can provide advice & support across a range of Business Areas - Business Strategy, Organisation Development, Continuous Improvement and Lean as well as provide the full HR remit
- ◆ A service that offers a Return on Investment by showing how you can control & reduce labour costs and maximise output.

### How Does it Work?

We offer a range of services from Human Resource Management through to Business Strategy Development and Leaning Your business. These services can be purchased as a one off, delivered as a suite of services or cherry picked on a retainer basis.

### Sample of Services Provided

- Company Handbook generation & maintenance.
- Employment Contracts
- Create Policies & Procedures in line with Legislation.
- Performance Management Development & Training
- Compensation & Benefits support & advice.
- Training Design & Delivery
- Support with Recruitment
- Drafting of Job Descriptions
- Disciplinary & Grievance Handling
- Strategy Development & deployment.
- Creating Lean Business
- Managing Change
- .....

### Costs

We aim to be as flexible as we can with costing structures for example - we are currently offering a Retainer Package for an annualised cost of €12,000 (€1,000 a month) which equates to 15 hours a month and gives you the choice of a range of services (see above).

## Why use Tonic 4 Business?

**With over 20 years experience across a range of Industries both at Home & Abroad, we can offer sound business advice and expertise learnt hands on in the work place.**

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