



A HR Department at Your Fingertips.

HR Business Solutions is committed to providing day-to-day human resources support to small to medium-sized organisations. We offer a unique service - a HR Hotline - which can provide your organisations with external, on-call HR support. We provide advice and guidance in relation to managing people issues. You may like to use this service to answer questions relating to staff performance.

The HR Hotline service can be retained on a quarterly or annual basis. At least two experienced HR Business Solutions consultants, who are familiar with your organisation, are trained to provide expert support that suits your individual business needs. To keep you abreast of our activities, each quarter you will receive a HR Hotline Report which will summarise your organisation's major HR issues. It will also include our suggested improvement strategies and recommendations for continuous improvement.

The HR Hotline is accessible via telephone or email. Our clients contact us for advice in relation to a wide range of human resources issues. The hottest topics are:

- Managing unacceptable performance
- Recruitment and selection of staff
- Employee entitlements
- Remuneration and benefits
- Change management advice
- Succession planning and talent management
- Downsizing your workforce
- Policies and procedures
- Incentive and salary arrangements
- Managing terminations and redundancies
- Employee communication strategies
- Organisational structure
- Employee discipline and performance counselling