



HR Alliance, a group of Human Resources Management experts with a total of 25 years of experience.

HR Alliance will help you to build and maintain a comprehensive and legally compliant Human Resource function without the overhead of a full time Human Resource professional.

Whatever your needs – basic HR support and set-up, recruitment and selection, absenteeism management, employment law advice, management training, compensation and benefits, HR Alliance has the skill and expertise to help you.

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SERVICES

HR Alliance will audit your business to assess your level of compliance with employment legislation.

Services include the design of employment contracts, a company handbook outlining all policies and procedures that you need to ensure your workplace is compliant and protected against any possible disputes, an online and telephone support service to address any HR queries you may have on a day-to-day basis.

We cover:

1. *Contracts, Handbook, Policies & Procedures*
2. *HR Administration*
3. *Employer/Employee Relations*
4. *Recruitment & Selection*
5. *Training & Development*
6. *Redundancy, Downsizing & Dismissals*
7. *Compensation & Benefits*
8. *Performance Management*

1. CONTRACTS, HANDBOOK, POLICIES & PROCEDURES

Irish employers are obliged to provide written statements of the particulars of employment for all staff within 2 weeks of commencement of employment.

Additionally, employers must have a comprehensive Grievance and Disciplinary Procedure in place to avoid having to incur anything up to 2 year's remuneration to an employee in the event of a dispute.

We will provide you with everything you need to ensure fair, ethical and compliant workplace procedures: from disciplinaries and dismissals to grievance and harassment, equality at work to flexi-time policies, and many more.

2. HR ADMINISTRATION

Managing and supporting multilingual employee populations across regions can be challenging. Our HR solutions experts can optimize your HR Administration through technology and process innovations such as workflow technology, knowledge management tools, HR portals and self-service applications.

Time and attendance administration is vital on many levels: companies must maintain details of the days and total hours worked in each week for each employee in accordance with employment legislation. As an example, an employer must ensure that staff avail of a rest break of 15 minutes after 4.5 hours of working time.

At HR Alliance, we transform your HR Administration into harmonised, automated and highly efficient processes that support key management decisions. Our extensive HR experience gives us insight into how to most quickly drive improved effectiveness into the full range of administrative transactions like employee database management, attendance records, HR files, salary and bonus information amongst others.

3. EMPLOYER / EMPLOYEE RELATIONS

Due to constantly changing Irish and UK employment law the practical application of employment legislation is a major area of HR Alliance's work.

Employment law changes may present challenges in the management of personnel. Our general consulting approach will provide you with the total support you need to ensure best practice management of employees in a legally compliant environment.

We handle all aspects of legal claims up to the Employment Appeals Tribunal and the Labour Court.

4. RECRUITMENT & SELECTION

One of the most important, time consuming and complex HR activities a company engages in is the recruitment and selection of employees.

HR Alliance will offer candidate screening, aptitude testing (SHL), design of competency based interviews, offer negotiation and candidate on-boarding.

Specifically, we can help you with the following:

- *Composition of job descriptions*
- *Effective and efficient advertisement*
- *Development of a recruitment and selection process*
- *Candidate screening*
- *Best practice interviewing / interview-panels*
- *Psychometric testing*
- *Aptitude testing*
- *Recruitment administration*
- *Reference checking*

5. TRAINING & DEVELOPMENT

At HR Alliance we offer performance management advice, SMART objective setting, training needs analysis, team building. We offer customised self & team development and training programs across a number of areas.

Management Development

Management training spans HR procedural training to more management skills based behavioural workshops. The behavioural skills-based workshops can be customised to your needs based upon a number of different options. Often they include a 2 day workshop covering general management skills including how to identify, develop and manage talent or a series of shorter workshops each focusing on a particular skill.

Team Development

For small or larger teams, team-building activities can be arranged. The particular activity is determined based upon the objectives of the session.

General Skills Development

We offer skills training including:

- *Developmental coaching: One-day workshop focusing on how to develop your team.*
- *Giving feedback: Half-day or one day workshop focusing on how to give feedback.*
- *Presentation skills: One- or Two- day workshops focusing on how to conduct effective presentations.*
- *Project Management: One- or Two-day workshop focusing on how to run projects*

Psychometrics

Our experts are accredited in a number of psychometrics including Myers Briggs & Prevue. We offer individual & team psychometric profiling, as well as part of team workshop or 1-1 coaching.

6. REDUNDANCY, DOWNSIZING & DISMISSALS

We ensure that best-practice procedures are always followed when it comes to disciplinary or grievance matters. This ultimately saves you time, stress and money in defending claims from employees, solicitors, unions and at the Tribunal, the Labour Court or in front of the Rights Commissioner's service.

Our team of highly trained and experienced HR and Employment Law Consultants regularly sit in on or run disciplinary and grievance panels for clients.

With the credit crunch biting employers and employees alike, it would appear that the word 'redundancy' is once again becoming a reality and is increasingly becoming a reality for many employers. The team at HR Alliance provides employers with a step by step guide on how to manage a redundancy programme in line with the law.

Similarly, if you need to downsize your current workforce, cut payroll costs or redeploy your current employees then contact HR Alliance.

7. COMPENSATION & BENEFITS

HR Alliance provides a range of compensation & benefits services to help employers implement and maintain robust, effective pay and reward systems.

Our pay & reward consultants will design pay practices to help your organisation meet its operational objectives in both the short and long term, while remaining sensitive to your corporate culture.

8. PERFORMANCE MANAGEMENT

HR Alliance excels at partnering with employers to implement Performance Management initiatives that improve productivity. For some, Performance Management is all about the completion of annual appraisals and periodic feedback to ensure employees feel valued and motivated. At HR Alliance we believe that Performance Management goes far beyond that!

The challenge facing today's businesses is how to get the maximum productivity out of finite resources. The answer lies in giving your people the tools that improve performance and help build the environment that makes each individual want to go the extra mile and strive to reach their full potential. To achieve this goal we work with our clients to identify the points at which performance is blocked, then introduce the solutions which ensure everyone performs at peak potential.

OUR TEAM

With over 25 years experience, we offer a wealth of expertise to draw upon to provide valued professional, practical 'hands-on' advice and support.

Our team's professionals possess the necessary combination of education, practical experience and understanding of your specific requirements. We listen to the issues, diagnose the problem, and provide a user-friendly solution. We know what works and what doesn't and will provide quality solutions to your Human Resource challenges.

We have been providing executive search and Human Resource Management support since 1998 and offer a wide range of solutions to suit any budget. Contact us today to learn more about our professional services and support.

CLIENTS

We provide our clients with the expertise and support required to build and maintain a comprehensive and legally compliant human resource function, without the overhead of a full-time HR professional.

Below are a few testimonials from a sample of our clients:

HR Alliance provided Stone Merchant years of HR experience in a variety of areas. HR Alliance updated our employee handbook, implemented a variety of policies, updated our procedures in several key areas while being cost effective, on time, and extremely professional. Their valuable advice has helped us make the right decision using the right processes.

We will continue to use the services of HR Alliance in the future.

stone | merchant - *Aisling O'Reilly, Head Of Operations, Stone Merchant*
importers of natural stone

We have utilised the services of HR Alliance and consider HR Alliance to be a real asset to our firm. They have assisted us in recruiting, writing job descriptions, interviewing, employee contract terminations and staff training. We would recommend HR Alliance to anyone requiring HR Support.

deasyPHOTOGRAPHIC - *Sonia Deasy, Director, Deasy Photographic*

FQP needed help with their contracts, employee manual, performance appraisal and employee relations coaching. HR Alliance has brought a "peace of mind" to the organisation as the services obtained were astute and accurate.

FQP - *Peter Fitzpatrick, Director, FQP*

Wigwam employ HR Alliance to take care of all of our HR needs. As a small business, it is invaluable to have all of our HR issues dealt with efficiently and swiftly by the team of professionals that is HR Alliance, and at a reasonable cost. HR Alliance has saved us time and money by putting user-friendly systems in place with regard to HR Management within our company. When we have a query, they are always on hand to assist.

wigwam - *Monica Fahy, Director, Wigwam*