

SmartHR

your flexible friend in the field of human resources...

The old adage that a company is only as good as its people is as relevant today as it's ever been, but to get the best from your workforce it's essential you have the right HR structures in place to deal with the many complex issues involved with the effective day to day management of your team.



Gail Yeowell, Chartered FCIPT Dip AM(Dip) FCMI is a highly experienced HR professional who has held Global Head of HR and Group HR Director positions with leading multinational concerns. It has provided her with a deep knowledge of her subject and enabled her to identify the need for an HR provider that can offer a flexible, tailored service to companies of all sizes.

SmartHR is the result of her research, and through the effective use of internet technology and a highly personalised approach the company is able to offer businesses the full gambit of HR services – either on an ad hoc or retained basis: 'SmartHR offers total flexibility,' explained Gail. 'I can work alongside existing HR departments and undertake

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major projects, or provide support to smaller companies with just a handful of employees. Effective HR Solutions are at hand from just a phone call or a few taps on the keyboard.'

A key element of SmartHR's service offering is the company's cleverly devised website www.SmartHR.co.im The 'E-HR' Shop concept operates on a simple menu basis; template employment documents ranging from offer letters and contracts of employment, through to HR policies and procedures, letters, forms and checklists can be individually downloaded. It means you only pay for the services you require by means of an easy online payment system. It is easy to use and affordable. Furthermore – each document is provided with a preview facility, so you can be sure it's precisely what you require before you purchase it.

It's a unique and incredibly comprehensive online package that is perfectly suited to small and medium sized IOM or UK businesses, supported by 'hands on' back-up if required.

The SmartHR model brings easy access to services and expertise that are normally only available to large companies; created with the Isle of Man 'market' in mind, it's perfectly suited to diverse range of companies that make up the local business community.

The importance of an effective HR function cannot be over-stated. Modern companies exist in a rapidly changing environment in which they must be able to respond to the nuances of employment legislation. Failure to comply with legally required policies and procedures can leave businesses large and small open to legal challenge. The consequences can be harmful both from a financial and reputational perspective.

Using the services of SmartHR can unlock

management time spent dealing with HR matters, and minimise the stress of addressing complex HR issues when they arise – leaving you to manage the day-to-day business of your company.

Why not give Gail Yeowell a call today on 01624 619619 or email gail@SmartHR.co.im and find out how she can help your business negotiate the HR minefield.

Invest in your people so that they can deliver for you, your business and your clients...

SmartHR believes in the importance of developing people so that they can manage others effectively. We offer a range of 'Skills Workshops' designed to enhance skills, knowledge and competence.

Our workshops are a cost effective way of enhancing skills to improve both individual and business performance.

The following workshops will be held at The Empress Hotel in January & February 2011:

- Jan 13: Managing Performance**
- Jan 19: Effective Appraisals**
- Jan 27: Coaching & Feedback Skills**
- Feb 08: Managing Performance Problems**
- Feb 10: Managing Discipline & Grievances**
- Feb 16: Effective Recruitment & Selection**
- Feb 22: Train The Trainer (2 day course)**

To enquire about availability or make a booking please contact Gail on **619619, 478764**, email gail@SmartHR.co.im or visit www.SmartHR.co.im



How can SmartHR Solutions help you?

HR Consultancy, Advice and Support – no matter what size your business, you can benefit from HR knowledge and expertise, normally only accessible to large companies. SmartHR can support you and provide HR advice and guidance in all aspects of people management. This can be on an ad-hoc or retained basis to enable you to tap into professional HR and Business Management experience when you need it.

Retained HR Services

If your business is not large enough to employ a dedicated HR professional, or you would rather benefit from having the services of a senior qualified HR professional on a part-time, cost-effective basis, SmartHR can be retained to provide a wide range of outsourced HR services and support. The company can also act in non-executive HR Director capacity, providing strategic, senior level advice and guidance on people matters.

E-HR Shop

Our unique online 'E-HR' Shop provides you with a range of template employment documents which can be purchased individually or as discounted subject packages – providing you with flexibility and freedom of choice. You can choose to purchase the template documents and make any required adjustments or changes to suit your particular needs, or we can tailor the documents on your behalf.

HR Audits & Planning

We can conduct an audit of your HR activities, identify your HR priorities, recommend appropriate solutions and deliver these in an efficient and cost-effective way.

HR Projects / Interim Solutions

We can assist you by completing HR projects such as: reviewing HR policies to ensure compliance with employment legislation, reviewing and streamlining HR processes, creating tailored induction programmes, creating or updating employee/staff handbooks, creating or updating succession planning processes, managing recruitment and selection activities, creating performance review processes, supporting redundancy or restructuring programmes, and undertaking independent investigations of sensitive employment matters.

SmartHR is also offering to complete a **FREE** onsite 'HR Healthcheck' for businesses, which involves up to two hours of consultancy time! The process involves answering a range of questions about your company's HR function, policies and procedures. Simply contact Gail to arrange a suitable date and time.

SmartHR also provides a range of HR services via its 'Business Packages' or can customise a package to suit your needs.

Please contact us on **+44 1624 619619 / +44 7624 478764** or email: gail@SmartHR.co.im to discuss your requirements.

For a detailed look at the wide range of flexible HR services provided by SmartHR check out our website at: www.SmartHR.co.im



HR Coaching & Mentoring

If your existing HR team or managers require coaching or mentoring on specific people management areas (e.g. managing performance, managing absence, managing disciplinary and grievance situations), we can provide tailored solutions to enhance their skills, knowledge and expertise.

Management Development / Training & Development

We can deliver a range of 'Skills Workshops' to develop the skills, knowledge and competence of your supervisors, line managers, senior managers and HR team. Further details can be found on the 'Skills Workshops' and 'Events' pages at www.SmartHR.co.im

Outplacement Services

If your business is re-organising and redundancies are likely to arise, we can support you through the process, and provide outplacement services to the affected people.

HR Due Diligence

We can provide assistance with HR due diligence activities on a confidential basis.

