

Hey *Bridge* Associates

HUMAN RESOURCES CONSULTANCY & TRAINING

# Hey Bridge Associates

We offer a bespoke service tailored to deliver real business benefit by covering the full spectrum of assessment tools and techniques. We have created a comprehensive range of services that enable you to cost effectively manage your key asset – people.

With over 20 years' experience, gained at large blue chip organisations we bring a wealth of knowledge and expertise. We will work with you to offer an objective, reliable and professional solution.

# HR Consultancy

Our services can be delivered in a variety of ways to ensure that the right choice is made for your business. We fully appreciate the need to align our HR services with your business needs. We will work with you to deliver operational cost reductions and increase your bottom line profitability through implementation of key processes and procedures. We pride ourselves on being local to Yorkshire and hope to serve local businesses within the area. When you contact us you will literally do just that – we are not and never intend to become a faceless call centre.



The logo for Virtually HR features the text "VIRTUAL HR" in white, uppercase, sans-serif font, centered within a red rounded rectangle. This rectangle is set against a background of several overlapping, semi-transparent light gray rounded rectangles of varying sizes and positions, creating a layered, modern effect.

**VIRTUAL HR**

## *Pay Monthly*

We will act as your virtual HR Department, ready to assist you if and when an issue arises. You will be kept up to date with our regular bulletins on employment law changes and can feel secure that all areas of legal compliance are taken care of. Our monthly retainer fees can encompass some or all of the following;

- 24 hours/7 days a week telephone advice support
- Email support
- Updates on key legislative changes
- Employment law compliance
- Employment documentation



**HELP**

## On-Demand

Should you prefer to call us on an ad-hoc basis we are equally happy to give valuable HR advice over the phone. This would also be followed up with an email confirmation to ensure clarity, along with any documentation required to address the issue.

It's always good to know that help is just a phone call away. We know how issues surrounding employment can be a minefield but we can assist you in steering your way through the detail. We are able to advise on the full HR spectrum, to offer business improvements and cost efficiencies. Areas may include but are not limited to:

- Disciplinary
- Grievance
- Performance Management
- Absence Management
- Recruitment
- Redundancy
- Change Management
- Succession Planning



**CHANGE**

# Projects

If you have a people related issue that is preventing your business developing or simply want to implement best practise, let us help. We offer a fully tailored service from concept to delivery. Working with you to ensure your business goals are achieved, allowing you to focus your time on other activities. We can deliver projects to any size business and at any location across the UK.

- Company Handbook
- Performance Management Process
- Workforce Consultation Programs
- Policy and Procedures
- Terms and Conditions of Employment
- Absence Management



**LEARN**

# Training

The venue, duration and content of each program are flexible ensuring the most cost effective solution. We ensure our training programs are engaging, interactive and relate to the real workplace. We design our programs in line with your individual needs ensuring it encompasses business culture, policy and procedure. The learning experience is enjoyable whilst giving you the tools to effectively implement the skills learnt achieving tangible results. Whilst we can deliver the full range of HR training, here's a sample of what can offer:

- Absence management
- Disciplinary and Grievance
- Recruiting right first time
- Appraisal interviewing
- Introduction to human resources
- Managing workplace bullying
- Performance management
- Supervisory skills

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