



# hranywhere

people support your business needs

Your virtual HR Department

We challenge

We support

We help you deliver



We can supplement your HR Department, manage projects, manage change and troubleshoot with practical cost effective solutions.

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## PLAN

HR planning plays a vital role in assisting businesses achieve success through its people. Business plans are utilised to provide direction to employees on the vision, mission, objectives and targets to be achieved.

**hranywhere** can deliver planning tools:

- HR Healthchecks
- Workforce Planning/HRM Models
- Employee Satisfaction/Climate Surveys
- HR Strategic Planning Activities
- Independent Exit Interviews/Surveys
- Values and Behaviour Programmes



## ATTRACT

One of the most important assets in any business is its people. Attracting the right person for the right role at the right time is challenging for most businesses.

At **hranywhere** we can:

- Recruit high quality candidates
- Implement online recruitment systems
- Provide temporary staff requirements
- Train managers and leaders in interviewing and selection techniques
- Develop resources and tools to assist with recruitment and selection
- Develop position descriptions
- Ensure that advertising accurately reflects the role to be recruited and the desired branding of the organisation
- Provide candidate support with resume and interview techniques



## SUPPORT

HR support can ensure your business achieves the best from your people through the entire lifecycle of your business.

**hranywhere** can provide support that is customised to the needs of your business including:

- Coaching and mentoring
- Industrial Relations/Employee Relations
- HR Support, advice and troubleshooting
- Mergers and Acquisitions including People Due Diligence
- Change Management tools and processes
- Employee Assistance Programmes
- Restructuring
- Redundancy and Redeployment process
- Outplacement services
- Health, Safety and Wellbeing support
- Health and Safety support



## PERFORM

Performance management solutions to assist your organisation to review and evaluate individuals, team and project outcomes.

**hranywhere** can tailor performance related tools to your needs:

- Performance Planning guides
- Performance Management
- Objective setting
- Measuring performance criteria
- Appraisals
- Employee Investigations (incident, harassment, bullying etc)
- Giving and Receiving Feedback
- Advancement & Succession Planning
- 360° Feedback
- Leadership Assessment & Development Tools
- Recognition and Reward



## GROW

Growth of a business also requires growth of its people. The development of your human resources to support your business needs is critical to your business.

At **hranywhere** we help you grow your people by providing:

- Learning & Development frameworks
- Professional Development Programmes
- People Management Programmes
- Coaching & Mentoring
- Leadership Program development
- Training Needs Analysis
- Coaching for Success
- Career Pathway Planning



## PAY

To ensure attraction and retention of talent, rewards and remuneration strategies need to be transparent, consistent and fairly applied.

**hranywhere** can provide streamlined and efficient solutions such as:

- Bonus and Incentive Programmes
- Salary and benefits programmes
- Online web based time sheets
- Payroll assessment (Pay Check)
- Outsourcing for the payroll function
- Payroll Rescue (a service to rescue ineffective Payroll systems)



## COMMUNICATE

Effective communication is essential for harmonious relations.

Your organisation should ensure clear, consistent and timely communication to the key stakeholders in your business.

**hranywhere** can assist with delivering effective communication by using the following services:

- Communication tools and processes
- Employees Q&A templates
- Facilitating and guiding team talks
- Communication planning during organisational change
- Tools and templates for the communication process
- Communications skills training
- Presentation skills training



## RETAIN

Investing in effective strategies to retain qualified and talented employees provides a platform for business success.

**hranywhere** offers expert advice in the design, delivery and implementation of Employee Value Propositions & Incentive Schemes and can assist with any of the following services:

- Recognition programs
- Employee Engagement Strategies
- Work life balance initiatives
- Reward Plans
- Web-based Employee Value Proposition
- Corporate Incentive Schemes
- Affiliations with external providers of benefits to employees



## CONNECTIONS P2P

Connections P2P™ is a systematic approach to developing and effectively utilising your connections to assist you with Career Management, Job Search or building your personalised Web of Connections.

**hranywhere** can help with career transitions by providing:

- Online access to the Connections P2P™ tool
- Workshops to explore career development
- Opportunities to build Connections

To learn more visit

<http://www.connections2p.com>



## BUSINESS INCUBATION

Business Incubation is for entrepreneurs or individuals looking to start or relocate their business.

**hranywhere** helps you grow, and supports you by providing:

- Office accommodation options and business service packs tailored to your needs
- Hot desk, part time or permanent desk location for you or your team
- Permanent mailing address, business set up advice and onsite support

To learn more visit <http://www.inmelb.com.au/>

