

HR CONSULTING ENGAGEMENT – APPROACH NOTE



HR Coaching – Start Up/Entrepreneurs

Brochure

HAPPY EMPLOYEES MAKE HAPPY ORGANIZATIONS.....

- We often hear “CHANGE IS THE ONLY CONSTANT” .. That’s true of any one / any organization / any country / any city ..list goes on...
- Business Landscape is ever changing , small or bigMarkets are impacted by various internal and external dynamics which can be a possible challenge or an opportunity to the organization . Whichever way the organization bends the organization’s biggest Asset being “EMPLOYEES” have to be nurtured along the direction.
- HR acts as the pivot in attracting and nurturing talent, building and guiding teams, transforming and streamlining processes – collectively aimed at organizational growth and success.
- ArtifexHR embodies years of experience in the area of Strategic Consulting specifically in “People and Process” domain , thereby helping organizations to make strategic decisions that serve to enhance employee productivity and scale up their performance .

Understanding of the Brief :

Based on our initial Brief .. We understand the need to do the following :

- Suggest the gaps between internal (Company) and external (Market / Competition)
- Implement best practices to retain and attract talent
- Design / Develop Policy Manuals
- Design and Implement HR process / Technology

To provide you with best possible options to move forward , we have attached in the next page the key elements under each component of HR to help you give us the options you see as a priority to have in your organization

FUNCTIONS OF HR

POLICY / PROCESS FRAMEWORK – ACTION PLAN

RECRUITMENT & SELECTION

1. Job Descriptions / selection methodologies / reference checks / internal and external recruitment policies / vendor management policy /
2. Offer / Appointment Letter Contracts / NDA /
3. Recruitment Policy Manual

PERSONNEL MANAGEMENT

1. Compliance – Wages / Hours / Leaves – Policies
2. Employee Benefits – Policy and Forms
3. Recordkeeping – Employee Files / HRIS / Others
4. Compliance handbook

PAYROLL & STATUTORY

1. Employee compensation Structure – Grade / Level / Band Wise
2. Benefits – Insurance / Food Coupons / Retirement Plans / Statutory Benefits / Flexible Benefits / Additional Benefits
3. Payroll Software – Integrated with Leave Management System

TRAINING & DEVELOPMENT

1. Training Calendar
2. Behavioural / Technical / Functional Training Programmes to be designed
3. Empanel Suitable Trainers / Training companies

RETENTION AND ENGAGEMENT

1. Performance Management System – KRAs / KPIs – Measurement Metrics and Systems
2. Competency Mapping against each role / position defined
3. PMS System to be defined

Professional Fee Structure – HR OUTSOURCING

<u>No.of Employees</u>	<u>Retainer Per Month (INR)</u>	<u>Engagement Model</u>	<u>No.of days per month</u>
1 o 15	25000	Offsite	Regular
Upto 20	30000	Offsite	Regular
Upto 50	55000	Offsite	Regular
Upto 75	75000	Offsite	Regular
Upto 100	115000	Offsite	Regular
** GST shall be additional			

Way Forward:

ARTIFEX HR TEAM SHALL EXECUTE THE FOLLOWING UPON FINALISING THE ENGAGEMENT TERMS :

1. Finalisation of dates and timelines
2. ENGAGEMENT LETTER TO BE PRESENTED FOR SIGNATURES

WAY
FORWARD

THANKS

WE WOULD LIKE TO CONSIDER
OURSELVES AS YOUR HR
PARTNER
AND BE A PART OF YOUR
GROWTH
STORY