

# Wylie HR Realising Potential



## HR Services with substance

I am a specialist provider of HR services working with organisations and their employees to assist companies to achieve a competitive edge. I help enable companies to cope with day-to-day employment and workplace/people issues in an environment of constantly changing employment legislation with increasing penalties for poor or inappropriate knowledge of this key area.

Some of the areas that I specialise in:

- Learning and development
- Performance management
- Getting the most from your people
- Making your business work efficiently
- Keeping your people motivated
- Training programmes



"A firm's competitive advantage depends more than anything on its knowledge, or, to be slightly more specific, on what it knows, how it uses what it knows and how fast it can know something"

- **Prusack ix**

## My approach -

My approach is concentrated on improving the effectiveness of the organisation; gaining the best from the people within it, and driving an incremental approach to prioritise key areas using a simple structure.

My packages comprise of simple and fair tailor-made components which are balanced to meet your requirements.

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[info@wylie-hr.co.uk](mailto:info@wylie-hr.co.uk)

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*"The simplest answer is usually the correct answer"- Occams Razor.*

## Maximising Potential -

Assessing the skills of people and reviewing job specifications

## Resources -

Monitoring line managers knowledge to include training on up-to-date Employment Legislation

## Communication -

Widest possible 'buy in'  
Addressing underperformance

## Effectiveness -

Integrated with systems and processes which are effectively implemented

## Restructure –

Review the organisation for excess resource and remove or redeploy resource that is redundant

## What people have said about my service

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"Linda is one of the few people I met with a 'can do' attitude. Apart from her great skills in HR and her ability to connect with people, I found Linda to be very professional in her field of expertise and beyond. Honest, open and impartial are some of the qualities that make a great Human Resource Manager and Linda has got them all. It has been a pleasure working with her".



A number of programmes or modules are available:

## Working effectively

This programme is aimed at ensuring that your company has robust and legal HR policies and procedures in place with understanding by the employees that must adhere to, or administer them. Ensuring the company is free of risk and potential tribunal claims, working smarter.

This module would include:

- Conducting a full health check evaluation on the Company processes
- Reviewing processes for compliance with up-to-date employment legislation
- Communicating policies for appreciation and understanding
- Implementation of policy and procedures

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## Restructuring

This module would focus on reviewing the job description along with training needs analysis to ensure that your staff have the right skill sets to carry out the work that you have employed them to do.

This module would typically include:

Meetings with senior management to determine if there is a need to cut the work force or certain places in the workforce need to be utilised elsewhere ensuring the company is making the most of the resource it has on board. Ending knee-jerk recruitment decisions.

- Identify the need to reduce with a sound rationale
- Guarding management from potential pitfalls
  
- Transparent selection criteria
- Training managers on how to use the process
  
- Collective consultation
- Full documented scripts on how to achieve this
  
- One to one consultation
- Training line managers how to deliver the bad news positively

All relevant documentation throughout the process

## Contact me



For further information on the modules please call:

07792 847295 or email me at:

[info@wylie-hr.co.uk](mailto:info@wylie-hr.co.uk)

[www.wylie-hr.co.uk](http://www.wylie-hr.co.uk)

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