

Making the workplace a better place to be

dohr:

HR for SMEs

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Outcomes

- Understand what HR covers
- Recognise the risks of getting it wrong
- Appreciate the benefits of good HR to your business

What does HR mean to you?

Resourcing	Relations	Development	Reward	Misc
Job descriptions	Terms and conditions	Training courses	Salary	HR Audit
Person specifications	Policies & procedures	Mentoring programmes	Bonuses	Mediation
Advertising	Employment law	Induction	Benefits	HR systems
Screening	Employee life cycle	Performance management	Pensions	Payroll
Interviewing	Disciplinary & grievances	Personal development	Job evaluation	Health & Safety
Organisation structure	Diversity	Career development	The work environment	Data Protection
Succession planning	Terminations	E-learning	Flexible working	HR Strategy

Contract of Employment

- Written within 30 days of commencing
- Mandate to manage
- Sets expectations on both sides

Disciplinary and Dismissal

- Can't shout "You're Fired!"
- There are processes that must be followed
- Getting it wrong can cost you
 - ££££££££££
 - Reputation
 - Time and grey hairs!

ET Compensation Awards

- Unfair Dismissal
 - Max: £173k
- Race Discrimination
 - Max: £4.4m
- Disability Discrimination
 - Max: £390k

Performance Management

- From Day 1, not just when things go wrong
- Continuous development and improvement
- Alignment to company aims and objectives

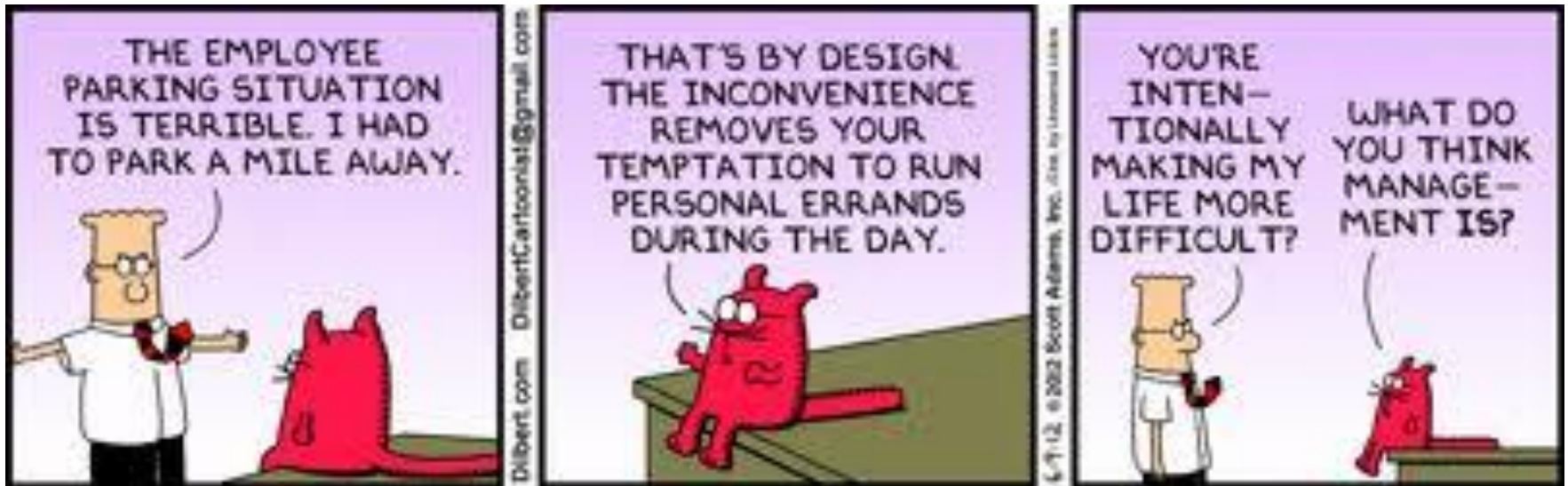
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Questions and Answers



The Car Park!



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**HR is nothing without a business,
but a business might not be
anything without HR!**