



the progressive business group

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## Our HR products & services

### 1. Policies & procedures

Our individual policies/procedures, standard or specific tailor made policies start from £20.00 per policy. Examples of our policies are:-

smoking	alcohol & substance misuse
bullying & harassment	data protection
capability	discipline
disaster recovery	driver safety
email & internet use	equal ops/diversity
family friendly	flexible working
IT security	grievance
maternity	mobile phone use
notice	paternity
recruitment	redundancy
sickness absence	special leave
time off for dependents	time off for hospitals/doctors
working time	confidentiality

**OFFER .... OFFER .... OFFER .... OFFER .... OFFER .... OFFER ....**

Choose ONE of the above policies absolutely FREE when you order via this website, please go to the contact us page and use the form stating which policy you would like in the comments box

### 2. Employee handbook

We offer three standards of handbook depending on the size of your business and number of employees. Our starter handbook is only £100...

It contains all of the important employment topics, and gives you that “head start” which will save you hours of your valuable time. If you would like to see a sample of the contents, please email us from the contact us page.



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### 3. Employment Contracts

Our contract contains all the basic clauses you need plus a FREE grievance & disciplinary policy is included.

Cost is £75 per contract

### 4. Redundancy Management Service

We can provide a comprehensive redundancy management service no matter how large or small your downsizing project in accordance with employment legislation. We can provide assistance with:

- Redundancy policy and procedure
- Support with redundancy consultations and scripts
- Advice for recruiting the Employee Representative
- Minimising employee losses and voluntary redundancy
- Assistance with redundancy selection
- Compulsory redundancy dismissals
- Advice regarding outplacement/counselling and managing “survivor syndrome”
- Cost is by negotiation but an average price per project is £1000

### 5. Absence Management Module

- Provision of policies or policy development
- Help to implement reporting & communication practices
- Assist with ‘return-to-work interviews
- Advice on stress management and counselling
- Provision of occupational health procedures
- Charged at fixed fee of £1500

### 6. Grievance/Discipline, Bullying & Harassment Module

- Assisting with the internal investigations
- Providing support at Hearings
- Provision of policies or policy development
- Training of employees/managers
- Average price per module is £500



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#### 7. Employee Opinion Surveys

We design and deliver an Employee Survey confidentially, managing all responses and supply a comprehensive feedback report.

We are able to conduct on-line, electronic and paper based Surveys or a combination of all 3.

Charged at fixed fee depending on the number of staff involved with the project.

Generally this module is charged at £1000

#### 8. Employee Engagement Focus Groups

We can facilitate employee focus groups either as a follow-up to an employee survey, or as a standalone exercise. These enable organisations to gain a more in-depth understanding of engagement within the organisation and how to enhance this going forward.

Charged at fixed fee of £750

#### 9. HR Audit (health check)

Review of existing employment documentation

Charged at fixed fee of £200

#### 10. Performance management Module

This module is suitable for all organisations. For those who already have performance management and staff appraisal systems and processes in place, but feel that they are not getting the best out of them, as well as those who don't currently have any arrangements in place. The key elements of our module are:-

The design of a comprehensive performance management and staff appraisal processes.

Assist with implementing a balanced scorecard to support a new approach to performance management; this includes the introduction of performance measurements such as KPI's, completion of a training needs analysis

Cost is by negotiation but an average price per project is £1500



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### 11. Recruitment & Selection Module

Full recruitment and Selection covered

- Advertisements developed and placed if required
- Job descriptions and person specification developed
- Full psychometric testing service available
- Aptitude testing
- Assessment Centres developed and managed
- Induction Plan developed for successful candidate
- Charges start at a fixed fee of £500

### 12. Remuneration and Benefits Module

- Employee motivation and reward
- Flexible benefits
- Employee healthcare and group benefits
- Salary reviews,
- Pay structure development,
- PRP systems,
- Bonus and commission schemes.
- Cost is by negotiation but an average price per project is £2500

### 13. Training (workshop method)

- Generally there are two types of training:
- Taster / updates – 2 hour sessions (max 10 people)
  - Most suitable for line managers & team leaders.
  - A variety of topics such as
    - diversity
    - disciplinary
    - bullying & harassment
    - leading teams
    - performance management
    - conflict management

Cost is £200 per session

- Training workshops – ½ day sessions (max 10 people)
- These are more in-depth than the ‘taster sessions’ and include lots of case study/operational tips and the legal aspects are introduced.
- Cost is £500 per session



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#### 14. Telephone/Email support

1-10 emp	£40/mth
11-50 emp	£50/mth
51-100 emp	£100/mth
100-250 emp	£250/mth

#### CONSULTANCY RATES:

##### HR consultancy – strategic

Typical instructions cover Employee benefit schemes, Tribunal, IR, Exit strategies, Service agreements, Performance management

Cost £800 per day (or £100 per hour)

##### HR consultancy – generalist

Typical instructions cover Disciplinary/grievance, HR admin, Recruitment

Cost £650 per day or (or £85 per hour)

##### Interim management

This is common for issues such as sick cover, setting up HR depts/ systems, extra pair of hands during busy times or introduction of complex processes such as competency frameworks.

Cost £800 per day