



# HR Process Map Workshop

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SD Worx HR Consultancy Service

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## Overview

SD Worx's HR Process Map Workshop is a service designed to ensure you have effective and efficient processes; not only to support your HR systems but also to clarify roles and responsibilities between your HR function and your Line Managers.

HR Process Map Workshop supports how you use your HR system, and considers the HR Processes you have in place currently. Running a workshop gives you the opportunity to assess your current processes against best practice and employment law compliance, and will offer you an opportunity to maximise your working practices. This supports the overall performance of the organisation as a whole, and once implemented, will positively impact the bottom line; not just in terms of employee morale, but revenue and financial performances also.

HR Process Map Workshop is led by a Senior HR Consultant, who will take you through a carefully prepared set of best practice HR processes, and compare them against your current practices to work through how these will function effectively within the technology framework. The deliverable from this on-site discovery meeting is an HR Process Manual that will help you to integrate the software successfully within your business, and will explain the roles and responsibilities of relevant stakeholders and how these can impact positively, or adversely, on attaining the maximum potential from the product.

## Benefits

Ensuring trouble free implementation

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- Current HR Processes through the employee life-cycle from hire to retire
- Advice and support focused on your needs and requirements
- Clearly defined roles and responsibilities of both HR and Line Management
- Effective HR time management and focus on long-term strategic HR planning to support the business
- Identification of possible risks which may prevent the most effective use of your technology
- Best Practice HR operation which reflects current and impending employment legislation
- The help and advice of an experienced Senior HR Consultant
  - Clear Technology work flows and how they link into HR Processes

## Features

Areas covered

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- Recruitment – General Process for permanent or fixed term employees
- Recruitment – General process for temporary workers or contractors
- Qualifications and Referencing – General Process
- New Starters – General Process for permanent or fixed term employees
- New Starters – General process for temporary workers or contractors
- Probation – General Process
- Employee Contractual/Personal Details Changes – General Processes
- Leavers – General Processes
- Sickness Absence – General Responsibilities
- Maternity/Adoption Absence – General Processes
- Return from Maternity/Adoption Absence – General Processes
- Paternity Absence – General Processes
- Annual Leave – General Processes
- Retirement – General Processes
- Appraisal and Performance Management – General Processes
- Training and Development – General Process
- Disciplinary, Grievance and Whistle Blowing – General Process

## Contact us today

To talk to one of our consultants, call us on 0800 0482 737, or email us at [info@sdworx.com](mailto:info@sdworx.com)