

Introducing the Director of HR

Lucas is the original founder of Reman HR, and still actively involves himself in the day to day activities of the business.

WHY HR?

I can't honestly say that it was my childhood ambition to work in HR, and literally stumbled into the industry by accident during my university placement. It even took a while to find my feet during that first year, but once I got my teeth stuck into it I haven't looked back.

I love HR because it enables you to interact with all employees throughout the business in some way or other. You can often influence how projects and strategies are devised as you have the greatest insight into the people aspects.

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Reman HR an Overview



After spending over a decade working within HR, I realised that instead of just working with one company, I could potentially be working with dozens of companies and spreading my HR knowledge further afield without the requirement of a lot of SMEs to front up the cost of having a full time HR team. As such Reman HR was founded, in order to specialise in three key areas: HR Outsourcing, HR Consultancy, and the Recruitment of HR Professionals into businesses.

At Reman HR we want to insure that we are seen as an extension of the businesses we work with, and strive to add value to them as well. We also pride ourselves on being flexible enough so that you don't have to change the way you work for our benefit.

WHY WOULD A COMPANY OUTSOURCE HR?

In reality you need a sizable workforce before you can justify having someone dedicated to HR tasks, so in that sense the beauty of being able to outsource your HR activities without having a full time head, means you can

save on headcount, and still get the expertise of experts within HR at a fraction of the cost.

You can also run the risk of having employees who just do HR as part of their job - and due to the complexities of employment law it can put your company at undue risk against claimants who haven't been treated properly.

WHAT ARE THE KEY AREAS YOU SPECIALISE?

Not everyone is an expert in every area of HR, so we ensure that throughout our organization we have someone that will specialize in every area. Things such as TUPE, Redundancy, Executive Appointments are not something that everyone will have obtained experience within in-house HR. Other areas include:

Employment Law Advice, Policies & Procedures, Outplacement Support, Talent Management, Performance Management, Psychometric Testing, Contracts of Employment, Onboarding & Induction, Discipline & Grievances, Assessment Centres, HR Compliance, HR Audits, Appraisals.





What first-time managers really need to know.

We asked some accomplished managers the things they would've done differently at the onset of their managerial careers

At Reman HR we understand these issues, and can help you resolve any current problems, and put guidelines in place to help you avoid those pitfalls in the future.

One of the oldest methods of recruiting new managers is to promote your best in class specialist into the role... Yes we've all done it, and no doubt we've all suffered the consequences of it as well. Does your best engineer make the best Engineering Manager? The answer is possibly not, or

Kim: For me it was trying to stay away from my comfort zone - all the sudden people were bringing their problems to me, and all I wanted to do was to do their work myself. I also realized that I had no idea how to interview, or conduct a meeting; and the first time someone asked me about EBITDA I just stared at them

at least not straight away. Even businesses which are good at training in general, seem to forget about their

"Becoming a new manager means you must actively take the reins"

blankly as though they were talking a foreign language. It all makes sense now, but not straight away!

If you had your time again, what would you do differently?

Dev: Ideally I would get an action plan sorted on how I would be taught some of the key fundamentals of being a manager. The business should identify its top talent and make these courses available before they are even offered managerial posts. When I first did it I realized I was making all the mistakes that my previous manager had made. So eventually I realized that communication was always my biggest gripe, and an early mentor had said that constant

"Constant communication with your team is the key to success"

communication with your team is the key to success. I asked to go on some courses through work, around team building and communication, and made sure that my team were always up to date with current business information, and that we had regular one to one chats about performance, goals and feedback.

first time managers. We spoke to a number of established managers to talk about their first time (in management)

Tell us about your first day as a manager?

Chris: Beforehand I was quite nonchalant about it all, but then it suddenly dawned on me, that all my old drinking buddies were going to be reporting into me. The sudden realization left me sweating at my desk. I knew there and then that I would have to change.

HR Top Tips

Q: Should we ban social networking sites at work, such as Facebook?

A: The first question you need to ask is do you really want to ban it, or just restrict the usage of it?

Social networking is such a key part of our culture nowadays that it seems to drift into every part of our waking lives. However it can also have benefits for businesses as well. The three top sites of Facebook, Twitter and Linked In are all good business tools as well, and can be heavily used to promote businesses, and even recruit new employees from (although precautions still



need to be taken?

Our advice is to probably restrict the amount of time that employees can access those sites to lunchtime, and set your network restrictions to enforce this.

Combine this with your internet and email policy to ensure that employees are aware of this restriction, and the consequences of not abiding to it.

Also make sure that employees are aware of what restrictions they are under, with regards to company conduct, and intellectual property - as employees can often disclose company sensitive information without really thinking about it



Absence - a real headache...



How does absence affect your business, and what can you really do to improve it

Introducing the Director of HR cont.

ABOUT YOU?

In the last 18 months I've gotten married and become a proud Daddy to my little boy William - easily the two greatest moments of my life so far. When I manage to get some spare time I like to play golf, a life long passion that I can only blame on my father. Other than that I'm an occasional gym goer, and massive lover of cinema and films

On an academic level I graduated from University with a BSc in Business and Information Systems, before going on to do my CIPD, and more recently upgraded to FCIPD status.

My goal now is to grow this business so that it becomes a stable place of employment for years to come, engendering a loyal and committed workforce

Absence can be a real financial burden on any business, large or small, but like anything else, there are ways and means to mitigate how much absence your business has, and how much it will affect you when it happens.

Step 1:

As always ensure you have a robust policy that deals with absence - this lets the employees know where they stand, and explains the consequences of having excessive time away from work.

Step 2:

Make sure that 'return to work' reviews are mandatory - this means the employees line manager sitting down with them following every absence, and making sure the employee understands that absence is monitored.

This is a step that is often overlooked, or skimmed over - but it works.

Step 3:

Display your absence stats across the business. Don't be afraid to point out which shift or department is performing worst, and allow a bit of peer pressure to encourage people to attend regularly.

"Absence is contagious, if you don't monitor it will get out of hand"

Step 4:

Have health awareness campaigns - those employees that have a healthy lifestyle are often less likely to take time away from work, than those that lead an unhealthy lifestyle (obvious I know)

Step 5:

If an employee hits a trigger, ensure that a formal review takes place. This can be both a caring and punitive arena.

Step 6:

During the probationary period, make sure you deal with absence issues quickly. If an employee is showing signs of sporadic absence during their first few months - then it is likely to be a habit they will struggle to break.

"Make sure that 'return to work' reviews are mandatory"

FOR HELP ON ABSENCE ISSUES GET IN TOUCH WITH REMAN HR

(DETAILS BELOW)



Long Term Absence:

Remember to treat long term absence slightly different from short term sporadic absence. It often needs a more deft touch as illnesses can vary greatly. I'll go into detail in a future newsletter, but at the end of the day you have to find the compromise between compassion and the running of a business. Not always an easy judgement to make.

