

# Human Resource Services

## & Short Courses in Employment Law

### Overview

We provide strategic and practical Human Resource advice and deliver employment law training to enhance HR services across all business sectors. We offer tailored and flexible HR Services to meet the needs and requirements of our clients.

### Consultants Profiles

**Matthew Winter LLM Chartered FCIPD** is Head of Human Resources at Glyndŵr University. Matthew has worked extensively in the Public sector both in local government and the education sector.

**Tania Pennill MCIPD** is Human Resources Manager at Glyndŵr University. Tania has worked extensively in the Private sector in retailing, business processing and outsourcing as well as recent experience in the public sector.

### Expertise

- Management of Change across Multiple Sites
- Performance Management Issues
- Employment Tribunals
- Managing High Volume Recruitment Projects for Call Centres
- Design and Implementation of Appraisal Systems
- Managing Policy Development

### Benefits

- Comply with current legislation and industry best practice
- Adopt and maintain good employment practices
- Avoid potential legal costs
- Reduce drain on your resources
- Reduce your risk of potential HR issues
- Cope with fluctuating demand on HR

### Our Services

We offer all service either on an ad-hoc basis or a longer term flexible contract basis.

Our services include:

- Consultancy – we will work with you to identify your organisational needs & objectives.
- Bespoke Training Courses educating people in employment law matters covering topics such as; employment law issues, disciplinary cases, managing grievances and contract of employment issues. We will conduct a full training needs analysis and agree the most appropriate methods of training and ensure our events are practical and address the real issues
- Employment Law Advice
- Development of HR policies and procedures
- Development and review of employment contracts
- Development and review staff handbooks
- Diagnostic checks and advice on issues such as absenteeism

### Method of Delivery and Duration

Courses can be delivered at virtually any location convenient to you. Courses are generally delivered via a series of interactive sessions and workshops between 3-4 hours using presentations, demonstrations and case studies.

Delivery is variable to suit the Company's requirements. Evening and weekend courses are also available.

**For further information, advice or to discuss your needs in more detail please contact Kim Wright on 01978 293 135 or email [solutions@glyndwr.ac.uk](mailto:solutions@glyndwr.ac.uk)**

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