

# Need a people blueprint to drive your business success?

"If you don't know where you're going, any road will get you there" is an old proverb.

But if you want a people plan that will help drive your business success, our detailed Human Resource Management Analysis Report will give you pinpoint feedback on -

- how your people systems are functioning,
- what people exposures you have, and
- how you can go about developing an employee action strategy to chart your future course to business success.

## Tailored Approach

At Employee Relations Strategies Pty Ltd (ERS), we don't believe that every company should look the same. We believe each organisation should have its own unique Human Resource style, systems and procedures that enable it to best meet the needs of its customers, employees, owners and other stakeholders. Effective strategic human resource management requires a carefully tailored approach to enable your company to operate effectively and efficiently, in your operating and customer context.

We are consultants with many years of experience in human resources and employee relations in a wide range of business areas. Our reports provide an independent, outsider's view of your organisation. This will provide you with our view of the overall level of development of your human resource systems, procedures and style and - importantly - their appropriateness for the effective management of your company.

## Academic Rigour

There are a range of conceptual models that can help you better understand aspects of your organisation's way of doing business. We use the "**McKinsey 7 - S**" model to act as an internal checklist, to ensure we are looking at the issues in your organisation sufficiently widely.

We have adapted the model to show how the outside "**enablers**" assist in creating the desired "**outcomes**" in your company. Because the enablers (Systems, Style, Staff and Structure) are the parts that can be directly altered, our report concentrates on these aspects as a means of impacting your company's Strategy, Shared Values and Organisational Skills.

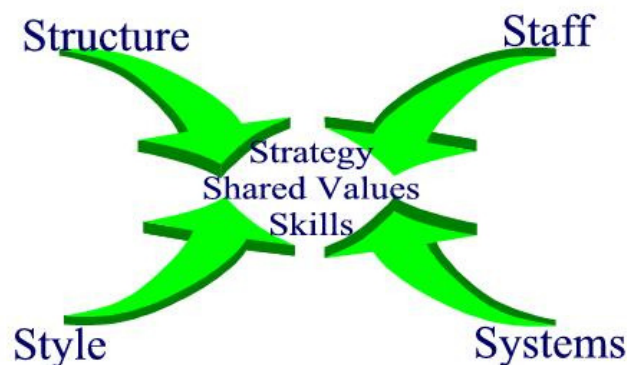


Fig.3 - McKinsey 7-S Model

Adaptation (c) Employee Relations Strategies Pty Ltd 2000

## Actionable Recommendations

## HRM ANALYSIS REPORTS

The "7-S" model is also a good way to pull together the major elements of our analysis and present them in a logical, actionable manner. We then provide an overview of our recommendations in each of the specific HR areas covered by our report, which include –

- Recruitment and Selection
- Human Resource Records
- Performance Management
- Training and Development
- Counselling and Discipline
- Anti-Discrimination and EEO
- O H & S, Workers Compensation etc
- Fire and Emergency Planning
- Security
- Employment Contracts and Award compliance

### Detailed Analysis

After the overview, we then drill into the fine detail of how your organisation runs at present, organising our comments into our assessment of where your company stands now, and what it needs to do to reach the next stage. As part of this process we will provide you with a comprehensive report which:

- considers what your possible people risks are,
- assesses the likelihood of them occurring,
- provides suggested plans to adequately control them, and
- provides a blueprint (with priorities) for further development and performance improvement in your organisation.

We have included an extract from one of our reports to show you our approach –

SUBJECT MATTER	STATUS	COMMENTS	RECOMMENDED ACTIONS	PRIORITY
OH&S Education program	Meets legal minima but needs further development.	There is not a formalised approach to OH&S training within the organisation	When the OH&S Policy is developed it should be communicated to all staff and contractors. All new employees should receive training relating to OH&S issues on commencement.	High
OH&S Committee – structure and operation (if applicable)	Meets legal minima but needs further development.	There is no OH&S Committee, although a formal Committee structure is not obligatory given the size of the company (unless requested by employees)	We suggest that you appoint a manager to be responsible for OH&S. The manager should undertake regular inspections of the premises and work areas with a member of staff trained in OH&S issues	Low
Accident reporting procedure	Doesn't meet legal minima.	Format can be provided by insurer. The same form is used to report accidents by customers and staff. The company must also have a First-Aid Treatment register, and an Employer's Workplace Accident Register. The latter 2 can ideally be integrated into the one report format to reduce the number of forms required. Staff we interviewed were aware of accident reporting requirements for major accidents. They were aware of how to access the forms.	Procedures should be recorded by flow charts or written policies to ensure they are not lost when employees change or that the procedures are simply forgotten.	High
Return to work programme	Does not meet legal minima.	It was stated that the company does not have a Return to Work policy. This is required of all employers.	Establish a formal RTW plan in accordance with the supplied checklist.	Very High

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### Want to Know More?

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