HR ASSISTANT

What is „**HR Assistant**“?

By systematically monitoring and analysing the latest trends in the market of human resources, **Anglo-Adria Management Consulting** continuously improves its services. The latest result of our work in this field is a new service that is called „**HR Assistant**“. The goal of introducing this new service is to provide assistance to customers in modernizing the process of developing their own human resources whilst positively affecting business results.

Who is „**HR Assistant**“ intended for?

The new Anglo-Adria service „**HR Assistant**“ is primarily intended for small and medium enterprises that have the need for investing in the development of their employees and managers in a systematic and practical way, hence providing significant savings in the engagement of their own resources. The service is also suitable for large companies that want to have a reliable and professional partner in the field of human resources management.

What are the advantages of the „**HR Assistant**“ service?

The „**HR Assistant**“service is contracted for a period of one or two years. There are numerous advantages to our new service, and the most important ones include the following:

- 35% lower prices of individual services (on average) compared to prices without the contracted service "HR Assistant"
- Consulting (different options):
  - Making of the initial plan of HR development activities
  - Assistance in creating job systematization
  - Active participation in the selection process (managerial and expert positions)
  - Assistance in conducting (semi) annual appraisals with employees
  - Assistance in the development of the salary, reward system and additional services
- Individual or team coaching in accordance with the agreed plan of activities
- Training programs (approx. 100 topics) in accordance with the agreed plan of activities
- Mentoring, monitoring the implementation of the action plan and regular reporting

What is involved in the „**HR Assistant**“ service?

Given the specific development needs of each company, we have created several different service packages. Each package covers a certain range of services which are then further **tailored to the client** needs. The following table provides an overview of available packages:

Service description / Package	Basic	Standard	Advanced
Initial planning (one-time)	No	Yes	Yes
HR consulting (monthly)	2 hrs	4 hrs	8 hrs
Executive/Team coaching/Mentoring (monthly)	No	2 x 1,5 hrs	4 x 1,5 hrs
Webinar/training program (monthly)	1 x 2 hrs	2 x 2 hrs	3 x 2 hrs
Reporting (monthly)	Yes	Yes	Yes
Price (monthly)	**600,00 eur**	**1.460,00 eur**	**2.530,00 eur**

The listed prices do not include value added tax. For additional information and to arrange an appointment for the introductory meeting, call us on **01 463 7437** or send an inquiry to **info@anglo-adria.com**.

mr. sc. Mladen Jančić, CMC

Direktor