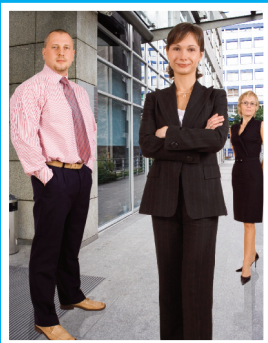


## *Specialities:*

- Employee Relations
- Dispute and Conflict Resolution
- Mediation
- HR Strategy and Change Management
- Workplace Investigations
- Contract, Policy and Handbook Development
- Attendance Management
- Performance Management
- Management and Employee Development
- Recruitment and Selection
- HRIT Implementation
- HR Outsourcing/Start-Ups



*For Further Information Contact:*



**MICHELE OPPERMANN**  
*HR Specialist and Mediator*

Email: [moppermann@hrfocus.ie](mailto:moppermann@hrfocus.ie)

Mobile: 087-2480513

Website: [www.hrfocus.ie](http://www.hrfocus.ie)



**Human Resources  
is the backbone  
of any business**

**– it is also  
the most complex  
to manage**



At HR Focus we will help you through many of the day to day employment issues that you face by providing expert advice and guidance which will help protect your business from employment pitfalls and ensure all aspects of the employment relationship are clearly documented and you are fully compliant with employment legislation.

We specialise in a variety of tailor made HR solutions which will support your business, they are

intended to promote positive communications and employee morale, utilise resources effectively and optimise employee performance.



#### **We Can:**

##### *Assist you in Solving Employee Related*

*Problems by:* helping you steer through many of the day to day employment issues through effective guidance while also helping develop best practice policies, procedures, employee handbooks and comprehensive employment contracts suitable to your needs. Provide step by step support for grievance, disciplinary, absence management and other employment issues.

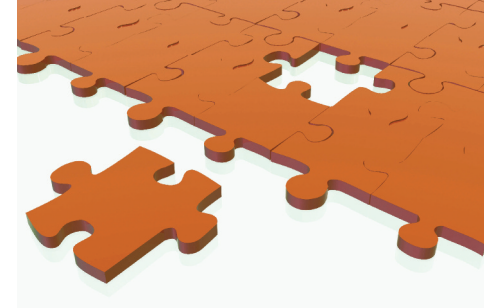
*Guide you through change strategies:* “The only constant is change”, We provide advice, support and work with organisations in



managing change, restructuring and rationalisation programmes.

##### *Resolve Workplace Conflict through:*

mediation which is an impartial, confidential and safe environment for parties in dispute to air their complaints and reach a resolution.



*Undertake Workplace Investigations:* We can provide professional, independent and objective workplace investigations. Our expertise is based on practical experience and comprehensive knowledge of HR policies, statutory codes and entitlements pursuant to natural justice.

*Manage all aspects of your recruitment requirements:* developing job descriptions, short-listing applicants and providing interviewing support.

*Develop your People:* through management development, change and attendance management, selection interviewing, performance appraisal and other management development programmes.

