

THINK HR

*Helping SME's with all HR requirements
to build a thriving business with happy employees*

At ThinkHR we understand that change is not always easy. Since 2016, we've been helping companies of all sizes respond to industry transitions in order to stay competitive. Our years of experience have taught us to always make your business success our priority.

SERVICES PROVIDED...



Employment Relations

Your business will ultimately set out to create a positive work environment with happy, loyal and engaged employees. We can help you to manage any problems that arise in the employment relationship with practical, tailored advice, support and documentation.



Policies & Procedures

Clear policies and procedures ensure that everyone understands what is expected of them. We can review all of your current policies, procedures and agreements and make recommendations for change to existing documents and implementation of any missing ones if necessary.



Recruitment, Selection & Onboarding

Finding the right people for the right roles is crucial to business success. We can assist by running the full recruitment process for you, from assisting with the position description, writing the advert, placing the ad, screening and shortlisting the candidates for you. We can also assist with interviews, reference checking and the induction process.



"I found Kelly to be very practical with her HR information and as a small business **she was exactly what we needed** to assist us. Kelly helped us with a **range of work** from employment contracts, performance management and policy documentation as well as providing regular employment updates during Covid 19."

-Maureen Collins-Wright - Ross's Plumbing

SERVICES PROVIDED...



Succession & Talent Management

Succession planning helps you to identify and develop future leaders – at all levels. It ensures that you are prepared for all eventualities should someone resign, retire, be dismissed or get sick. We help you create a pool of trained and developed employees ready to step into critical roles.



Change Management

We can assist with a review of your current organisation structure to ensure it is fit for purpose. We provide advice, the right documents and processes you will need to deal with any restructure or redundancy process.



Training, Development & Coaching

We can assist you by identifying gaps and recommending training and development courses that suit and up skill your organisation. We can also assist with coaching sessions in areas such as dealing with performance issues, managing a difficult employee or dealing with absenteeism. This can be done 1:1 or in a group.



MEET KELLY HUGHES

HR Consultant

Born in the UK, raised in South Africa and now living in New Zealand! Kelly has over 18 years' experience working across all aspects of the HR spectrum and really takes the time to get to know you and your business. She works collaboratively with you in a tailored approach to get the best results for your business, through your people. She prides herself in a practical, customer focused approach and offers solutions for the real working world.

When Kelly isn't working, she enjoys spending time with her family and dogs. She loves to travel, catch up with friends and family (especially if it involves food and a good rose), read and run.

