

SPECIALIST AREAS

We offer a wide range of HR support services, the listing below covers the headlines, combined programmes are built specifically to client requirements and may form long term developmental programmes.

1. EMPLOYEE HANDBOOK AUDIT, REVISION OR COMPILATION / POLICIES AND PROCEDURES DRAFTING

- Benefits
- Data Protection
- Disciplinary
- Capability or Performance Improvement
- Grievance
- Whistle blowing
- Email and Internet
- Equal Opportunities
- Family Friendly
- Induction
- Maternity and Paternity
- Recruitment and Selection
- Redundancy
- Relocation
- Sickness and Absence
- Training and Development

2. HUMAN RESOURCES GENERAL MANAGEMENT PROJECTS

- Integrated Human Resources Strategy Development
- Occupational Health appointment
- Well-being programme
- Salary Surveys
- Training Needs Analysis
- Staff opinion surveys

3. HUMAN RESOURCES DOCUMENTATION

- Performance reviews / appraisals
- Employment Contracts and Associated Documentation
- General HR Administration Processes and Templates
- Standard letters
- Job Descriptions and Job Evaluation
- Training Evaluation, Plans, Records, Matrixes

4. EXIT MANAGEMENT AND DISPUTE RESOLUTION

- Redundancy management
- TUPE transfers
- Compromise Agreements
- Grievance management and investigations
- Disciplinary management and investigations
- Bullying or harassment investigations

5. TRAINING AND DEVELOPMENT

- Training needs analysis
- Personnel development plans
- Executive coaching
- Team building and development
- Design and delivery of training solutions
- Training evaluations

6. RECRUITMENT AND SELECTION

- Workforce planning
- Advertisement management

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Service Portfolio

Executive Search and Selection
Interim Management
HR Consultancy



- Agency selection and management
- Short listing services
- Screening interviews
- Assessment centres