

## Management Review Services

Are your systems, processes and procedures providing the best results for your business.....The Team at TPS are at hand to undertake a complete appraisal of your company so as to understand current trends and company focus. Our Management Review will provide practical, achievable proposals enabling you to introduce new methods and to "fine tune" existing practices with a focus on ensuring improving both your company's efficiency and performance. Our Management Appraisals and Reviews can be as Specific or as Wide Ranging as your Business needs demand.

## Facility Management Services

Facility Management can be both demanding on your resources and costly should you not be in control of the requirements.....Irrespective of whether you are the owner of your premises or are leasing them there are many requirements imposed upon you by various forms of legislation as well as the basic day to day issues like simply getting the windows cleaned or the waste bins in the offices emptied. Let TPS take the strain.....we have the experience and the resources to ensure all your facility managements requirements are both identified and addressed, effectively, efficiently and most importantly in compliance with current legislation.

## Human Resources Solution Services

Here at TPS we strongly believe that your people are key to your success, they are amongst the most valuable resources of the company. The Management of Human Resources can be consuming of senior managements time which we all know is better used in the development of your company.

We offer a complete Human Resources Solution Service irrespective of the size of your business. Our dedicated team will work with you to ensure that your company is not only realising the best from your staff but are have systems and procedures in place to ensure effective management and control of this most valuable resource.

Our Human Resources Solution services aims to provide clients with four principal benefits:

- To provide the best quality advice, ensuring compliance with employment legislation.
- To provide a basis for good employment practice.
- To provide a safe working environment
- To provide effective HR policies and procedures.

We offer single human resources solution services or a combination of those available below to our client's dependent upon their specific needs.

- |                           |                                 |
|---------------------------|---------------------------------|
| · Recruitment & Selection | · Disciplinary & Grievance      |
| · Training & Development  | · Performance Management        |
| · Contracts of Employment | · Consultant Service Agreements |
| · Policies & procedures   | · Confidentiality Agreements    |

For further details of our business support services please contact Ron Curry. Lead partner, Total Professional Solutions LLP on 01359 242751 or 07796 542857  
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