

SYLO | *BEYOND*
HR.

Your People...Your Business

START-UP SUPPORT

From HR Services to Business Strategy and developing your people - we work with you across any aspect of your business as your strategic partner.

www.sylobeyondhr.com

Tel.: 01844 216290

Email: www.sylobeyondhr.com

Site: enquiries@sylobeyondhr.com



CONTENTS.

- CONTENTS. 1
- INTRODUCTION. 2
- HR SERVICES. 3
- WHERE TO START. 4
- SUPPORT OPTIONS. 5
- HR SYSTEM. 7
- BUSINESS STRATEGY & MARKETING. 8
- LEARNING AND DEVELOPMENT. 9
- RECRUITMENT. 10
- ABOUT SYLO | BEYOND HR. 11



HR SERVICES



WELLBEING



HR RETAINER SERVICE



BUSINESS STRATEGY



RECRUITMENT



LEARNING & DEVELOPMENT



HR SYSTEM



HEALTH & SAFETY



DATA MANAGEMENT

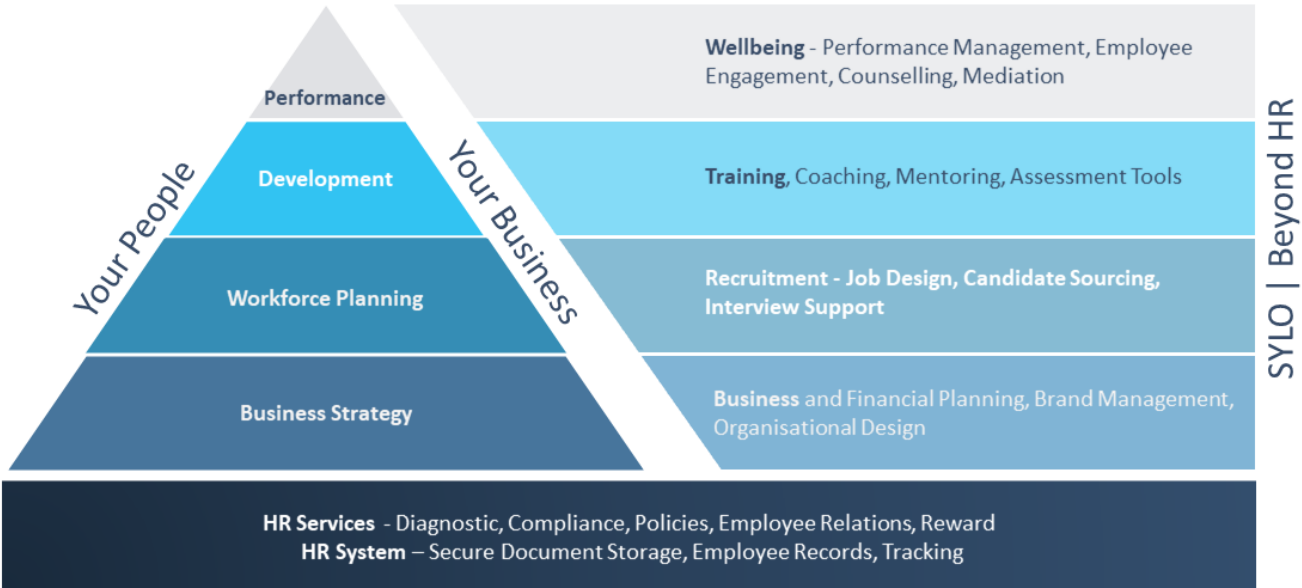
INTRODUCTION.

Starting up a business is hard work, but so exciting and, if all goes well, very fulfilling. The opportunity to focus on what you want too, when you want too and how you want too, is very appealing. However, there are also the downsides of having to tackle and learn about whole different disciplines that, perhaps, you've never needed to know about before, such as HR, Finance, IT, business planning, marketing, etc.

As a business grows, these different specialisms become increasingly important, and potentially, very time consuming, especially if you aren't quite sure about what you are doing. If you are securing funding, you will also need to be confident that you can reassure investors that you are organised, compliant and strategic with an outstanding management team in place.

SYLO | Beyond HR. understand those complexities, working with a number of start-up businesses helping them develop and grow by becoming their strategic partner. We can support you on any people-related aspects of your business, plus business planning and marketing. You benefit by having a dedicated partner who knows your business and is there to help out and advise, when you need it most.

Strategic Partner



HR SERVICES.

Strong HR foundations underpin all business activities, whether you have just one employee or contractor or twenty. We provide expert, practical advice and support on all people related aspects, including:

- Job descriptions
- Contracts
- Sickness, Maternity, Paternity
- Equality, Diversity and Inclusion
- Flexible Working
- GDPR
- Company handbook

These are reviewed regularly to ensure compliance with latest employment regulations and developed in line with changes in the business.

Through our association with European Health & Safety Consultants, we are able to offer Health and Safety support, should your business need it.

For a no obligation consultation, please click [here](#).

“I’d recommend SYLO Beyond HR and their brilliant team, especially for organisations scaling up and growing. At CEA we have been working with SYLO for 3 years now and we’ve been very happy with their continued support; they are knowledgeable, professional and offer a really wide range of useful services, helping us grow the organisation in a sustainable way”

Josh Axford – Director of Operations, CEA (Centre for Effective Altruism)



WHERE TO START.

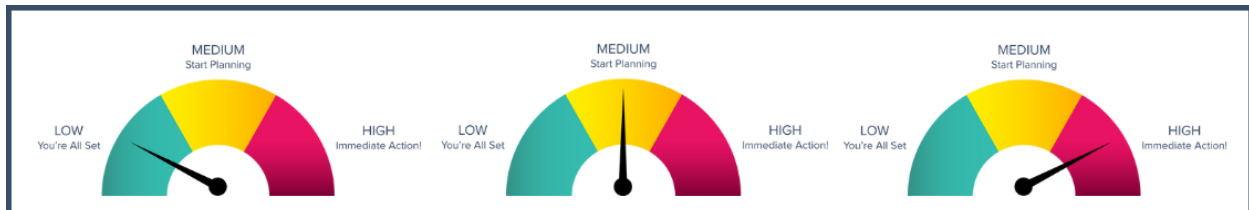
A good starting point is to identify which of those essential HR foundations are in place, and which need to be created or updated. If you want to be ready for the next round of funding, you may want to check you've got all the essentials in place and demonstrate you are compliant.

Our online HR Diagnostic Tool provides a free, quick health check on four key areas:

- Contracts of employment
- Policies and procedures
- Employee wellbeing
- Employer responsibilities

Simply complete the questionnaire, which takes less than 5 minutes, and receive a personalised Diagnostic Report, which contains:

- RAG rating of risk on each area
- Recommendations for action
- Short summary of the support available to address those areas requiring action



Access the [HR Diagnostic Tool](#) to run a check now.

SUPPORT OPTIONS.

We offer different types and levels of support, driven directly by your business needs.

PAY AS YOU GO.

We provide expert support to clients for specific projects, and when ad-hoc advice is needed. Contact enquiries@sylobeyondhr.com and one of our advisors will call to discuss your needs.

ONE to ONE MENTORS.

We can also offer one-to-one mentoring, which gives the flexibility of having expert business advice and support available on a regular basis to help you with those tricky challenges. Contact enquiries@sylobeyondhr.com and one of our advisors will call to discuss your needs.

HR RETAINER SERVICE.

Some clients are not ready to employ an HR person full-time but want the security of knowing that if they need guidance, they can access expert support immediately. This can be especially important for growing businesses where things change quickly and you have to get HR right, both legally and morally.

Our HR Retainer Service offers 4 levels of support to suit the needs of your business or franchise.

- **HR Essentials:** first level, with an HR health check and access to templates in client area
- **HR Essentials +:** second level, includes employment contract and essential docs and advice helpline
- **HR Scale-up:** third level, includes handbook, policies reviews, access to legal support
- **HR Thriving:** highest level, includes executive coaching and board level HR support

You select the level that is right for you and move through the tiers as your business needs change.

Services Offered	HR Essentials	HR Essentials +	HR Scale-Up	HR Thriving
Dedicated HR Lead	✓	✓	✓	✓
Initial Health Check	✓	✓	✓	✓
Document Portal (your client area)	✓	✓	✓	✓
Annual Diagnostic Review	✓	✓	✓	✓
Contract of Employment & HR Essential Docs		✓	✓	✓
Six-month Review		✓	✓	✓
Employee Handbook & Annual Review			✓	✓
HR & GDPR Policies & Annual Review		Free first hour consultation	✓	✓
Telephone Helpline & Email Advice		Free first hour consultation	✓	✓
Access to our Legal Advisors			✓	✓
Monthly Activity Meeting			✓	✓
Business or Executive Coaching: 6 x 1hr sessions				✓
Strategic HR Support at Board level				✓
Monthly (min 1-year Contract)	£50.00	Tailored to requirements	Tailored to requirements	Tailored to requirements
Optional Extras				
Cloud-based HR System	✓	✓	✓	✓
H&S Handbook & Policies	✓	✓	✓	✓
Occupational Health Services	✓	✓	✓	✓
HR Operational Support Service	✓	✓	✓	✓

For a no obligation consultation, please click [here](#).

“We are looking forward to having a partner like SYLO Beyond HR on board to help us sustainably grow our business in 2022. Our people are at the core of our services and with SYLO’s retained support, we will be able to nurture and grow our team with the right HR frameworks in place to succeed. Exciting times ahead!”

Lexi Clark, Agency Director, ActionRocket.



HR SYSTEM.

There is always a huge amount of HR administration to ensure all employee information is kept safe and recorded. An HR system provides a single, secure site to manage all your people data, saving time and improving your efficiency.

We are a Gold partner for [Breathe](#), a cloud-based system which is intuitive and used by the majority of our clients. Breathe enables:

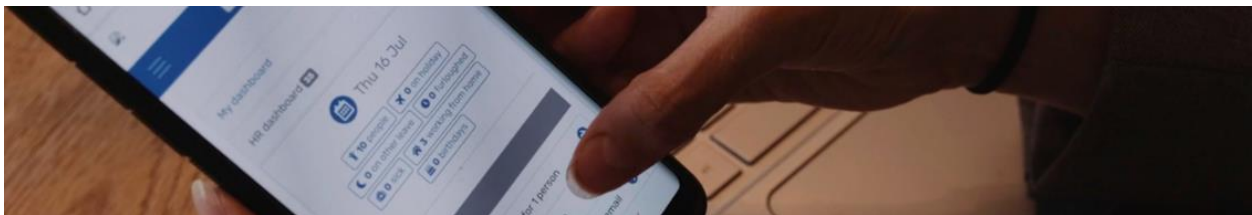
- Automation of holiday bookings and sickness recording
- Employees to update their own records
- Logging of individuals' objectives and performance reviews
- Sharing of information amongst employees
- Tracking of key HR metrics through easy-to-run reports

As Gold Partners of Breathe, we are also able to provide clients with both extended free trials and negotiate discounts on your behalf.

To find out more and to trial Breathe for free, please contact enquiries@sylobeyondhr.com

“Breathe has eased our workload by providing staff with an easy way to log annual leave and expense claims. On the back-end, Breathe has given us ready-made reports for tracking holidays and demographics, and serves as a central repository for HR-related documents and data.”

Andrew Leeke, Operations Specialist, CEA.



BUSINESS STRATEGY & MARKETING.

Of course, those HR foundations are there to support the overall business. A sound growth strategy is the basis of a successful business. We have experts who can help with:

- **Brand development** – developing and delivering the Vision, Mission and Values, that underpin your Brands ethos, meaning and purpose, driving the business forward
- **Business planning** – developing an actionable business plan, with goals and milestones to measure progress against your business, and personal, objectives
- **Organisation design and structure** – ensuring your people plan supports your business goals
- **Operational strategies** – reviewing systems and processes to improve efficiencies
- **Sales and marketing plans** – identifying your target market and developing key messages that communicate your unique brand benefits to your key audiences, driving profitable sales growth

We can help in a number of different ways from one-to-one business coaching or working on a project-by-project basis. By working with us, you can be sure your business objectives are aligned with your people plan, and vice versa.

For a no obligation consultation, please click [here](#).



LEARNING AND DEVELOPMENT.

At SYLO | Beyond HR. we know the importance of continuously developing ourselves and our people and, luckily, we have some of the best trainers in the business. And, whilst training may not be top of the priority list initially, it does become increasingly important as you need to ensure both you, and your Team have the full level of skills they need to grow the business. If you scale up your business and needing to secure funding, you will also want an outstanding management team in place to reassure investors.

Consequently, our training covers everything from Leadership and Job Skills to Team Development via coaching, small group training and psychometric assessments. Whether it's executive-level one-to-one coaching/mentoring or a workshop on time management, we adapt to fit your requirements:

- **Leadership Skills** – Elevating your skillset, to lead with confidence
- **Job Skills** – Customer service, sales, appraisal training: enhancing performance
- **Generic Skills** – Time management, communication skills: improving effectiveness
- **Team Development** – Understanding individual and team dynamics: leveraging strengths
- **Assessment Tools** – Understanding how you and your team could work more effectively

Our experience comes from working across a wide range of sectors, such as Bio tech, Life Sciences through to professional services and franchises, and we deliver training in the UK and internationally, in person and virtually.

As with all SYLO | Beyond HR. services, our training is planned with you and is closely aligned to your business goals. We use your terminology and build the courses so that your employees can use their new skills the minute they get back to their desks.

We asked our trainers, 'What are the most critical skills in the workplace?' and 'Why use SYLO | Beyond HR. for training?'. Here is what they said. You can watch the full interview [here](#).

For a no obligation consultation, please click [here](#).

The training delivers practical learning, which delegates can apply immediately on their return to work, *"I'm already putting skills into practice of managing teams and taking steps back to analyse situations fully."*

Delegate, Monkey Puzzle Day Nurseries.



RECRUITMENT.

One of the major challenges for industry right now is attracting the best talent. The labour market is very competitive and organisations who have vacancies they can't fill are really feeling the impact.

A lack of in-house capacity or expertise to run lengthy recruitment campaigns, or using recruitment agencies is expensive, time-consuming, and often fruitless.

We can help with handling part, or all of the recruitment process, including:

- Job scoping
- Advertising planning and candidate sourcing
- Applicant screening
- Candidate management
- Interview support
- Job offer negotiation
- Onboarding

To discuss recruitment support contact enquiries@sylobeyondhr.com



ABOUT SYLO | BEYOND HR.



Thank you for reading our Start up Support information pack. We hope you have found it insightful.

We started SYLO | Beyond HR. in 2010, with the aim of providing clear and trusted HR advice to businesses in Oxfordshire and the surrounding area.

Our partnership approach has seen the business grow from just us, to a team of 20+ professionals, working with SMEs, national and international organisations, across many sectors and countries.

People are at the heart of everything we do, and our remit has expanded beyond HR as our clients value our expertise across the business landscape.

Simply put – we are here to support **Your People... Your Business.**

Sally and Sarah

Directors and co-Founders of SYLO | Beyond HR.