



HR OUTSOURCING SERVICES PLAN

3 MONTHS

MODE : VIRTUAL / FACE TO FACE

UNLIMITED TELE- CONSULTANCY

- HR CONSULTATION
- DRAFT HR LETTER OR FORMS,
- ADVICE ON PAYROLL PROCESSING AND COMPLIANCE
- DISCIPLINARY PROCEDURE GUIDE & EXECUTE
- PERSONAL FILE & LEAVE RECORD UP KEEPING

Include discussion, suggestion, advise, consultation, review and update new regulations

6 MONTHS

MODE : VIRTUAL / FACE TO FACE

UNLIMITED TELE- CONSULTANCY

- HR CONSULTATION
- DRAFT HR LETTER OR FORM,
- ADVICE ON PAYROLL PROCESSING,
- DISCIPLINARY GUIDE AND EXECUTE,
- RECRUITMENT & SELECTION PROCEDURE
- DRAFT EMPLOYEE HANDBOOK OR DRAFT TEMPLATE KPI

Include discussion, suggestion, advise, consultation, review and update new regulations

12 MONTHS

MODE : VIRTUAL / FACE TO FACE

UNLIMITED TELE- CONSULTANCY

- HR CONSULTATION
- DRAFT HR LETTER OR FORMS
- PAYROLL PROCESSING,
- DISCIPLINARY PROCEDURE GUIDE AND EXECUTE
- RECRUITMENT & SELECTION PROCEDURE EXECUTE
- DRAFT EMPLOYEE HANDBOOK,
- DRAFT PERFORMANCE MANAGEMENT/KPI,
- TRAINING & DEVELOPMENT & CAREER DEVELOPMENT

Include discussion, suggestion, advise, consultation, review and update new regulations



Email : info@dhishanieservices.com

Website : www.dhishanieservices.com

Whatsapp / Call : 014-6748109