

TENNANT HUMAN CAPITAL SOLUTIONS - SERVICES

Human Capital Practice Area	Services	Initiatives
HR Strategy	Business aligned HR strategies	A plan of how the HR function will support business success
		Short term tactical strategies
		HR project planning and project management
		Advisory
Talent Management	Attract talent	Recruitment & selection
		Job descriptions; job specifications; competency statements
	Motivate talent	Induction
		HR audit
		Satisfaction & engagement surveys
		Identification of de-motivators
		Communication
		Vision, mission, values alignment
		Recognition programmes
		Remuneration, reward and incentives
	Develop talent	Training needs analysis
		Succession planning
		Development & facilitation of training courses
		Mentorship & coaching
		Annual training reports and workplace skills planning
	Retain talent	Management practices
		Work/life balance practices
		Employee wellness
		Career planning
		Personal development plans
Exit interviews		
Performance management		Goal setting
		Performance feedback
Employment relations	Policies and procedures	Review and drafting
		Managers' toolkits
		Employee handbooks
	Contracts of employment	Review and drafting
	Union and employee engagement	Union recognition
		Wage negotiation preparation and execution
		Disciplinary enquiries
		Incapacity cases
		Operational requirements dismissals
		Dispute resolution
Strike planning		
Grievance procedures		
Statutory compliance	BCEA, LRA, EEA, SDA	
	Advisory	
Diversity	Employment equity	Analysis, planning and reporting
		Consultation forums
		Equity and diversity training
Decision support	HR Metrics	HR accounting, staff turnover, absenteeism, training effectiveness, productivity, disputes, bench strength, promotions