



## Newsletter & HR Update

July 2009

Welcome to the second monthly newsletter from GMA Consultants. Our aim in these newsletters is to provide you with some topical HR news or best practice, as well as letting you know what has been going on within GMA.

### HR News

As you may be aware, over recent months the Government have been looking into the possibility of extending the length of time that new Father's get off work after the birth of their children, as well as the possibility of parents sharing the extended time off that is currently available only to new Mother's.

In light of the current economic climate the Government have just announced that these proposed changes have been put on hold. This delay has been welcomed by employers as there had been concerns about the extra burden extended paternity leave would put businesses, as well as many questions about how the sharing of time off would be managed as parents often work for different organisations. It has been suggested that a greater emphasis may be placed upon flexible working practices rather than just extended leave in the future, which may be more beneficial to parents and employers in the longer term.

## Best Practice

How effective is your Induction? Company inductions are your opportunity to welcome new members of your team and to give them all of the information they need in order to 'hit the ground running'. Starting work for a new company can be very daunting – how did you feel on your first day at a new firm? Employees who are properly inducted settle in and become an effective part of the team quicker and are less likely to leave within their first 12 weeks.

What should you include?

- Keep it simple – avoid 'death by Powerpoint'
- Basic housekeeping – where is everything?
- Make it relevant to your business – run through the essentials that they need to get started, everything else can be picked up along the way
- Cover the legal issues – Health & Safety, Use of Computers, Equal Opportunities and Diversity
- Every firm has their own way of doing things – explain the **Policies, Procedures and Processes**

**For more info – give us a call!**

### GMA News

Our new website and re-brand has launched – [www.gmaconsultants.co.uk](http://www.gmaconsultants.co.uk) We are pleased to announce that we are now able to provide clients with a full range of **payroll services**, so as to take another burden away from you! **FREE, no obligation healthcheck** on your HR policies and procedures please contact us to make an appointment.