

HR Switch

Your HR expert and personal contact

HR advice

Operational HR support

Interim management

HR training





Christel LAFONT

your HR expert and personal contact

HR Switch assists companies in successfully manage and develop their HR resources and operations in a French and/ or global context: start-ups, SMEs, growing businesses, companies going through change.

Approach

Pragmatic, responsive and flexible, HR Switch's approach is centered on listening and adapting to the clients' needs. The top priorities are a focus on key issues, risk management and skills transfer.



Services



Ad Hoc assistance



HR consultancy and operational support



Interim management



HR outsourcing



HR training for managers and HR teams



Additional HR services



SERVICES



Ad Hoc assistance

- In need of ad hoc expert advice or assistance?
- Dealing with a one off issue?

CASE STUDIES

A foreign company wants to undertake an HR Compliance Review of its French entity

Solutions:

- Reviewing work contracts and ensuring their compliance with local legislation
- Advising on local labour law
- Rewing benefits package and making improvements proposals
- Assistance in dealing with ad-hoc issues (such as disciplinary issues)

Foreign company hiring their first employee

Solutions:

- Briefing on employment contracts options and employers' obligations
- Briefing on employment conditions and social contributions
- Costs evaluation
- Selection and implementation of the mandatory complementary health insurance
- Drawing-up work contracts



SERVICES

HR operational assistance / consultancy

- Manage a specific HR project?
- Need to take a step forward, drive change?
- Audit your HR practices or your organization?

CASE STUDIES

Acquisition of a French business by a British company (TUPE regulations)

Solutions:

- Preparation stage: planning, briefing, advising the client on all HR aspects, risks assessment
- Implementation stage: monitoring, HR transition, communication
- Post transfer: setup of the staff representation, benefits assessment, assistance in drawing-up and negotiating the new collective agreement
- Briefing/ advising and assisting the CEO on all HR matters

Enhance the organizational effectiveness of a fast growing start-up

Solution:

- Organizational audit, involving internal actors in the diagnosis as well as in the development and implementation of improvement proposals

Launch of a worldwide workforce planning exercise for the industrial and supply chain networks

Solution:

- Gathering, consolidating and analysing data from People review and succession plans; workforce mapping: diagnosis and recommendations

SERVICES



Interim management

- Immediately and temporary filling a vacant HR position?
- Facing an HR activity peak?
- In need of an HR Manager without the need for a permanent presence?

CASE STUDIES

Immediate need to fill the Head of HR position of a fast growing business

Solution:

→ Interim management, role-redesign, incumbent selection and recruitment, induction and skills transfer



SERVICES

HR outsourcing

- Lacking internal resources or expertise?
- Save time and focus on your business strategy and growth?

CASE STUDIES

Support the ambitious recruitment plan of a fast growing business

Solution:

→ Selection, recruitment and induction of 25 researchers, engineers, technicians and support staff, in close collaboration with the steering committee and line managers

Draw-up standard job descriptions for a 200 employees industrial site

Solution:

→ Working closely with the line managers, identification of standard positions and draw-up of the corresponding descriptions



SERVICES



HR Training for Managers & HR teams (English sessions)

- Improve management skills of first line managers?
- Enable first line managers to tackle basic legal and HR issues themselves?
- Improve HR team's effectiveness?
- Define the basis of a successful cooperation between Managers and HR?

CASE STUDIES

“Professional interviews”: turn the regulatory requirement into a managerial lever

Solutions:

- Identification of company-specific managerial issues
- Design of interactive and customised training courses
- Design of customised business-focused role-plays
- Briefing and coaching of the head of HR
- Post-training assistance



SERVICES

HR writing and editing services (French/ English)

- Drawing-up or clearing HR correspondence or contracts?
- HR translation?
- Forms and templates, handbooks, policies and procedures?

CASE STUDIES

Updating contract of employment templates

Solution:

→ Review and update of existing templates, development of compliant optional clauses

Organisation of the first professional elections

Solution:

→ Drawing-up the whole documentation package, including correspondence and guidance notes, from the pre-electoral agreement to the formal notification of results

Implementation of the staff representation bodies (French DUP)

Solution:

→ Drawing-up the whole documentation package: correspondence, invitations to meetings, rules of procedure (Works council, OH&S Committee), agenda and minutes of meetings

About

HR Switch addresses your needs as a whole, while offering the flexibility and personal relationship of an independent Consultant, through:

- Targeted partnerships: a legal assistance hotline, Human Resources solutions, a network of independent consultants sharing the same values and concerns;
- Keeping up-to-date with recent HR trends and innovations.



Contact



46-48 rue René Clair, 75018 PARIS



+33 (0)6 18 82 62 24



clafont@hr-switch.com



[Website](#)

