

HR COMPLIANCE – Introduction

- ▶ The HR Director and his Department have a significant role in managing the most important resource of any company: the PEOPLE. Every business depends on the qualities, capacities and the mobilization of the human resources for the development and defense of the corporate goals.
- ▶ A big responsibility of the HR Department is to ensure the compliance of HR processes. A good level of compliance of the HR processes, first of all internally with regard to corporate policies, but also with the external legal norms, serve the interests of the employer by increasing the efficiency of the people management initiatives. In return, the employees themselves feel included in a structured system with less subjectivism and arbitrary decisions, thus increasing the retention of talents, without major additional costs and boosting the employer branding notoriety.
- ▶ The course is supporting the managers with responsibilities in alignment and implementation of HR compliance, initially starting with an introduction on personnel administration aspects and until the implementation of substantial HR processes.

HR COMPLIANCE – Course Content

- ▶ Introduction in HR compliance: strategic objectives, tactical methods, implementation;
- ▶ Updating and filing individual employees files;
- ▶ Implementation of legal leave policies and their follow-up;
- ▶ Implementation of data bases for managing personnel records;
- ▶ Preparing and updating job descriptions, annexes to individual labor contracts: evaluation criteria, confidentiality and non-competition clauses etc.;
- ▶ Preparing documents and reports required for employment, promotion, transfer and exit of the employees and other reports related formalities to the movements of staff, individual employment contracts, addenda, decisions, all according to Romanian legislation;
- ▶ Elaboration and implementation of the Code of conduct (according to the legislation for Romania, Bulgaria);
- ▶ Elaboration and implementation of Collective labor conventions for Romania;
- ▶ Conducting disciplinary inquiries in accordance with the law and internal procedures;
- ▶ Outplacement, reorganization and restructuring processes.

1 day course, 8 hours/day. Cost: 300 EUR+VAT/person. Discount for groups.

HR COMPLIANCE – Follow-up

- ▶ Consulting on implementation of health and security labor processes as per the Law;
- ▶ Elaboration of compensation & benefits schemes aligned with company organizational chart;
- ▶ Organizational design: initial assessment, realignment, change management;
- ▶ Development and implementation of HR internal procedures and processes such as: periodic appraisals based on KPIs, assessments, talent management, 360° feed-back initiatives;
- ▶ Design of variable remuneration schemes depending on results, adapted to and customized for front or back-office functions;
- ▶ Elaboration of back-up (internal) and replacement (external screening) schemes;
- ▶ **Personalized rates upon request.**

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▶ **PROFESSIONAL EXPERIENCE:**

- ▶ **Managing Consultant – AGEXECUTIVE, leader of Executive Recruitment in agribusiness**
- ▶ **HR Administrative Officer – South-East Business Unit of EURALIS SEMENCES**

- ▶ **HR Specialist – PRUVA CONSULTANCY**
- ▶ **HR Junior – PRO SERV MAINTENANCE**

▶ **HR EDUCATION:**

- ▶ **Labor Law Graduate**
- ▶ **Human Resources Inspector Certificate (ICS)**
- ▶ **Master – Human Resource Management**

▶ **SEMINARS:**

- ▶ **- Labor legislation and HR**
- ▶ **- HR Business Strategist**

