

## **Forrest Group**

Forrest Group provides comprehensive, flexible, affordable people management and support services for SMEs.











## An introduction to ForrestHR

ForrestHR provides bespoke outsourced HR support & solutions to small and medium sized businesses.

We can help with all HR matters, from start-up HR processes, such as employment documents for new or growing businesses, through day-to-day employee issues to specialist or contentious staff matters.

We can manage all your HR requirements, or provide additional support to your in-house teams.

Providing nationwide coverage, we can manage all employment issues in diverse sectors across the UK.

### How We Work

ForrestHR will support your business in the way that suits you, your style and - most importantly - the dynamics and size of your business.

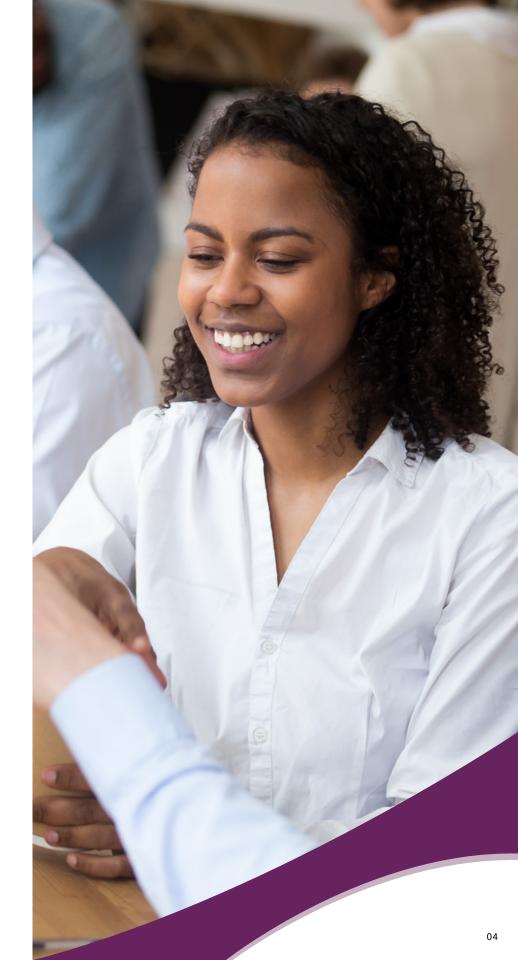
We don't require you to sign up to lengthy periods and, if we think there is a better way for us to be working with you, we will give you our honest advice and suggestions. We have 2 main ways of working with you:

### Ad Hoc HR Support

This service suits businesses with occasional HR needs, whether it's to help with a specific staff matter like a disciplinary or performance issue or creating or updating employment documents, such as employment contracts.

#### Monthly HR Retainer

With this service we become your "outsourced HR department". You will have a dedicated account manager who will always be available to you, as frequently as you need them. We have a variety of different retainers to match where you are in your business journey.



## **Our Services**



If you already have employment documents and HR processes in place, we can review these for you to ensure you are up to date and - most importantly - legally compliant.



We are a Platinum Partner for Breathe as we truly believe it is the best available HR software for SMEs and provides the best solution for our clients.

Many of our clients are already benefiting from Breathe, saving them time, streamlining their processes and managing their admin efficiently online.



Whether you are a start-up business or taking staff on for the first time, we can implement compliant employment documents, tailored for your business and individualised for your staff and workers, to protect both you and them.



If you find yourself facing a difficult or challenging employee situation such as a disciplinary, grievance or capability matter, you need professional advice to ensure you navigate the minefield to achieve the best possible outcome.

We can manage the process for you or provide support and advice throughout.



Within the employee life cycle, there are so many aspects of an individual's employment that require HR support. We support you with these essential and regular HR responsibilities, leaving you to focus on your business.



Restructuring and redundancies are not only likely to be stressful and emotional, but also costly if you don't get them right legally.

We ensure they're handled sensitively and professionally.



# **An introduction to Forrest Training Academy**

Forrest Training Academy provides professional, bespoke training solutions for companies of all sizes.

Forrest Training Academy helps individuals, teams and businesses achieve more.

Our experts devise individually tailored, engaging and practical training solutions to meet your business needs and help you achieve your goals.

## **Our Courses**

All our courses can be run on a one-to-one basis or as a group, either online or in person, current regulations permitting.

#### **People Skills**

We understand that your business's greatest asset is your people. If you invest in them and develop them, they are more likely to perform to a higher level, helping your company to succeed, with a positive impact on your bottom line.

We recognise that not all businesses need training in all areas, so with that in mind, we have created a suite of business courses to help managers and staff develop and improve their performance.

### Online Training

We offer a range of pre-built courses, specifically tailored to address compliance, induction, people management, and more. Additionally, you can effortlessly upload and integrate your own content ensuring a truly customised learning experience.





## **Our Courses**



## **Training & Development**

We are continually updating and adding to our current suite of training courses, all of which can be tailored to align with your internal policies and procedures.

We can also create courses and workshops to meet your bespoke needs, so if you don't see the course you require below, please contact us to discuss your particular requirements.

- Introduction to Management
- Introduction to HR for Managers
- Disciplinary & Grievance
- Communication
- Motivation Skills
- Presentation Skills
- Building Resilience

- Bullying and Harassment
- Unconscious Bias
- Diversity and Inclusion
- Managing Absences
- Managing Activities
- Mentoring Skills
- Recruiting the Right People



## **Pre-built Online Courses**

A simple, yet comprehensive learning management system (LMS) solution, specifically designed to cater to the unique needs of your business.

Forrest Group empowers your business to take charge of its training and development initiatives.

We offer a range of pre-built courses, specifically tailored to address compliance, induction, people management, and more.

Additionally, you can effortlessly upload and integrate your own content ensuring a trulycustomised learning experience.

- Compliance
- Compliance / Management
- Health & Safety
- IT Skills
- Management & Leadership

- People & Relationships
- Sales
- Working from Home
- Project Management



# An introduction to Forrest Legal

Forrest Legal provides support and advice on a range of Employment Law matters for both Employers and Individuals.

## For Employers

Navigating employment law can be complex. We support Employers across all sectors with clear, practical legal advice to manage their workforce, minimise risk, and remain compliant with current legislation.

Our services include (but not limited to):

- Advice on disciplinary, grievance and performance procedures
- Guidance on redundancies, restructures, and TUPE transfers
- Representation in Employment Tribunal claims
- Discrimination, equality and diversity compliance
- Ongoing legal support for HR teams and business owners

Whether you need one-off advice or long-term support, we're here to help you protect your business and make confident decisions.

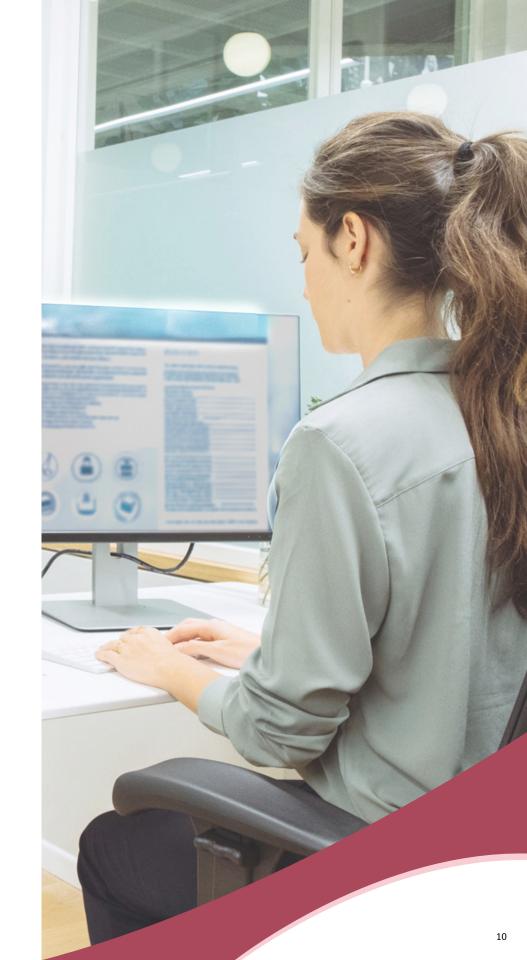
## For Individuals

Employment issues can be stressful and emotionally challenging. Whether you're dealing with unfair treatment, redundancy, or a contract dispute, we provide expert legal support to protect your rights and help you move forward.

We advise employees, workers, and senior executives on:

- Unfair, wrongful and constructive dismissal claims
- Discrimination, harassment and victimisation
- Redundancy and settlement agreements (including independent legal advice)
- Employment contract reviews and negotiations
- Disciplinary and grievance processes
- Maternity, paternity and parental rights
- Whistleblowing protection

We understand how important your career and financial security are. We'll listen, explain your options, and act quickly on your behalf.
Confidential consultations available – contact us to discuss your situation.





# An introduction to Forrest Health & Safety

The support you need to keep you, your team, your customers and your suppliers safe across a broad range of industries.

We provide the support and assistance needed to comply with the law, reduce workplace accidents and function more profitably through sensible safety management.

We give clients the advice, training, and assistance they need to enable them to manage Health, Safety, Fire, and Environmental Issues, so they can get on with running their businesses.

All Health & Safety representatives of our consultancy hold recognised professional qualifications combined with vast experience and are members of the Institution of Occupational Safety and Health and the International Institute of Risk and Safety Management.

We provide advice and practical support across the following areas:

- Health & Safety in the Workplace
- Fire Safety
- ISO
- SSIP Accreditations
- Risk Assessments

Our starting point is an introductory call with one of our Health & Safety specialists to understand your needs and agree priorities and timetables.

### How We Work

Forrest Health & Safety is able to support your business in any way that suits you. Depending on the service you require, we will be able to quote you hourly rates, monthly retainers or fixed fees for a one-off service.





## www.theforrestgroup.co.uk



**Our Services** 

Our specialists conduct a health & safety audit to review your current systems and measures. This enables us to create a bespoke service to support you in meeting your legal obligations and promoting a positive health and safety culture in your workplace.



If you are an Employer, building owner, or building occupier, you are required to carry out a fire safety risk assessment and keep it up to date. The Responsible Person must ensure that a competent person undertakes a fire safety risk assessment for your workplace, and it must be reviewed regularly. Your fire risk assessment should be tailored for your particular business operation and premises. We help you get this right, so you have peace of mind that you have correct safeguards in place to protect your employees and property.



BS ISO 45001 Health and Safety Management, BS ISO 9001 Quality Management, BS ISO 14001 Environmental Management.

Accredited management systems can help your organisation manage risk, become more efficient, retain staff, save money, grow in both stature and reputation, and are required for contract tendering purposes. We can assist you through the whole process to achieve your ISO accreditation to a recognised standard and help you maintain your management systems.



General risk assessments are required by law:
Management of Health and Safety at Work
Regulations 1999. Our consultants can assist your
organisation with the preparation of general and
technical risk assessments.



SSIP (Safety Schemes in Procurement) is the mutual recognition scheme for occupational health and safety standards in the UK. There are a number of health and safety schemes and accreditations across the UK, so it's important to make sure any accreditation you undertake is a SSIP member. Our health and safety consultants are experienced in all major health and safety assessments, including Achilles, Acclaim, Constructionline, CHAS, SMAS, and SafeContractor.

