



Company presentation

The Right People For Your Team

Claudia Crăiță

Why to choose **Wizard HR Solutions** as the best solution for your HR expertise, needs and inquires?

- Source of information, services and consulting in human resources management that can create the change of perspective that allows management teams to achieve their desired goals.
- Solid knowledge of labor law combined with practical experience in companies with over 1000 employees and turnover of millions of eur/usd, private, public, listed on the stock market.
- Professional experience in human resource management in different industries such as FMCG, Oil & Gas, Banking, Airline, Energy, HoReCa, Retail, Manufacturing, Medical, IT&C.
- Consistent and solid argumentation, that ensures 100% success rate.
- Access to top consultants for delicate and dedicated situations, without burdening the company with permanent costs.
- The expected result with the avoidance of possible fines or litigation.
- Possibility of inhouse relocation, during the project.

About Us

For every beginning there is always a story based on experience!

Wizard's mission is about the value that can be brought to people's lives, about objective opinions based on real experiences of our consultants, experiences that make and will always make the difference.



Our services

For People And Performance

- Human Resources Audit
- Organizational transformation
- Personnel reorganization and restructuring (start to end)
- Assistance in the process of collective bargaining (CLA)
- Labor law consultancy
- HR & labor law consultancy for Airline
- Personnel administration and labor relations services
- Personnel payroll services
- Personnel assessment, setting objectives and KPI consultancy
- Personnel selection and recruitment
- Development of specific procedures, regulations, documentation.
- Customized training for HR departments.

Short presentation of services

- Human Resources Audit

The objectives of human resources audit consist of increasing the efficiency of the managerial system in the field of human resources.

Some of the activities carried out during the staff audit:

- analysis of the concordance between human resources policy and organizational policy (observing the discrepancies between current and recommended HR practices; recommendation + solutions)
- analysis of the concordance between the human resources policy and the specifics of the organization's activity
- analysis of the organizational chart, job descriptions and job specifications
- analysis of the existing staff in the organization according to the level of qualification, trades, specializations, based on the company's strategy;
- evaluation of vocational training objectives and methods;
- evaluation of the personnel reward policy; analysis of staff reward forms; evaluation of employees' motivations; analysis of the level and structure of the salary in comparison with other organizations.

- Organizational transformation

Business is changing and the organization is not agile enough?

Is there a need for portfolio diversification?

Need cost optimizations?

High attrition rate and low NPS?

Low productivity?

There are solutions!

A transformation is necessary!

Transformation steps:

Internal audit and assessment of skills in the organization/division/team: Methodology: Interviews and analysis of previous evaluation results

Organizational change: Methodology: Transforming existing positions into new positions, in order to have a new, agile organization.

Current activity optimization: Methodology: Standardization, norming, evaluation, monitoring, automation, activity consolidation

Portfolio diversification: Methodology: According to the new organizational chart, an organizational core (virtual team or new team) will be created with this role

New organizational culture: Methodology: Create a new profile for both the leaders and the rest of the employees

Short presentation of services

- **Personnel reorganization and restructuring (Start to End)**

- Strategic move of an organization, highly sensitive and confidential.
- It has major implications for human, financial and legal resources, but also a reputational exposure for companies.
- It requires knowledge of labor and financial law, solid practical experience and sustained efforts.
- It involves strong change management skills and a high level of energy to maintain the organization's business at a good level.

The hidden risks of a reorganization:

- The lack of experience in implementing the procedural steps in accordance with the legal provisions – generates a procedural flaw.
- Lack of experience in managing relations with unions/social partners (Federation/Union/employee representatives/) – generates procedural flaw, appeals, blockages and cancellation of the process.
- Lack of experience regarding the reconciliation of organizational charts with the state of functions/role and activity transfer matrix.
- The decrease in employee productivity and the lack of back-up situations for certain vital processes in the organization.
- Lack of real assessment of the impact of a reorganization, including the value of compensatory wages in the cases stipulated by collective labor agreements.
- The departure of a larger number of employees than expected and the generation of additional administrative costs.

What we DO:

- Reorganization and/or restructuring Plan
- Reconciliation Organization charts - State of functions – labor contracts
- Roles and activities transfer matrix
- ROF & Internal human resources procedures
- Job descriptions/Job profile
- Negotiations with unions/employee representatives (Communication according to Law 367/2022)
- Coordination of reorganization plan implementation (start to end)
- Communication with all stakeholders in the process
- Elaboration of specific documentation in accordance with legal provisions
- Organization and documentation of contests within the reorganization process
- Ensuring permanent consultancy on the steps regarding the implementation of the reorganization and/or collective negotiations



Assistance in the process of collective bargaining (CLA)

HR & labor law consultancy for Airline

- Consultancy and supervision in the process of developing procedures specific to an airline (operator);
- Assistance in the processes of defining organizational charts and professional categories within an airline (operator);
- Assistance in interviewing processes of licensed personnel within an airline - postholders, pilots, licensed technicians, flight attendants;
- Assistance in the process of defining the clauses of individual employment contracts for the category of licensed personnel according to operational regulations;
- Assistance and the development of salary models (compensations and benefits) for the categories of personnel within an airline;

Personnel administration and labor relations services

Personnel payroll services

Short presentation of services

- **Personnel assessment, setting objectives and KPI consultancy**

Here's a process for setting actionable KPI targets:

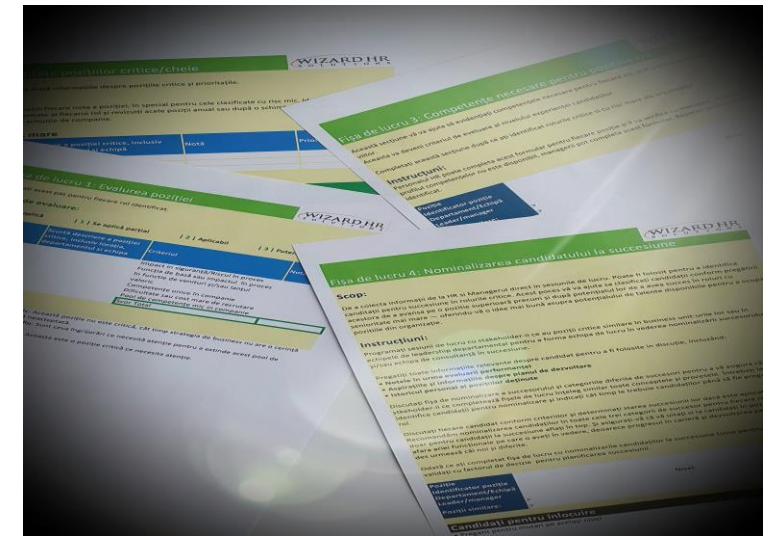
- Review business objectives
- Analyze current performance
- Set short and long term KPI targets
- Review targets with your team
- Review progress and readjust.

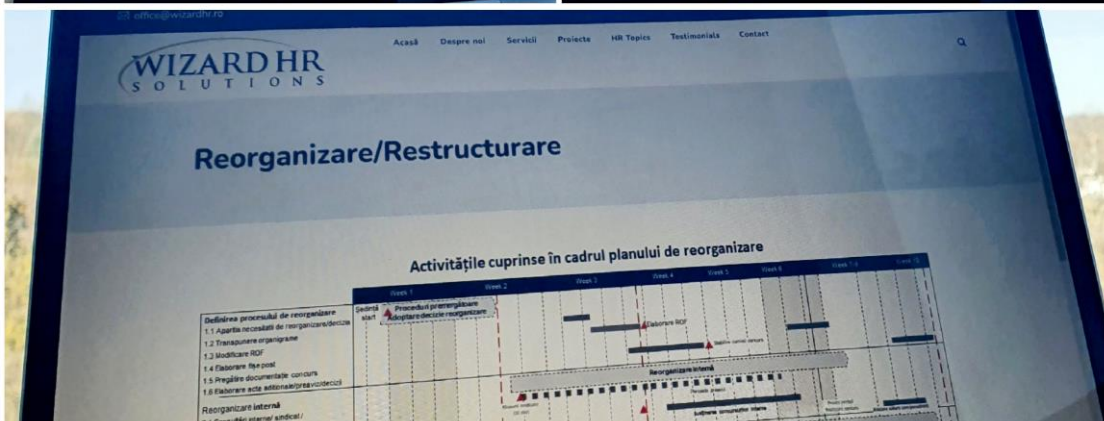
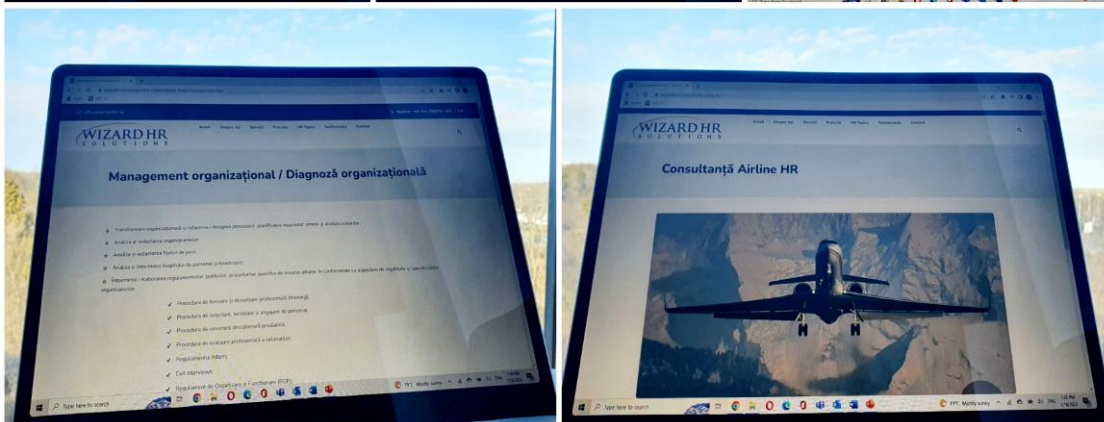
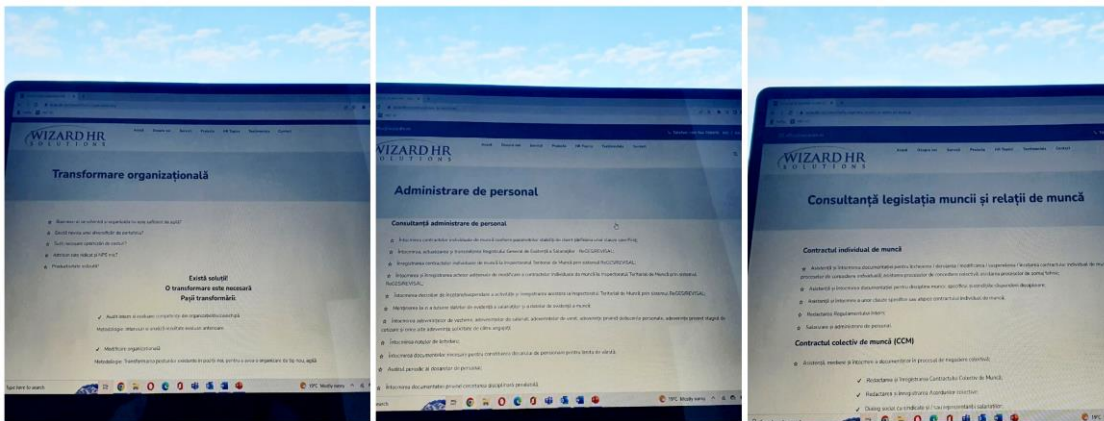
- **Development of specific procedures, regulations, documentation.**

- Human resources procedures; Individual employment contract template/modifying additional documents; Collective labor agreement; Internal regulation; Disciplinary procedure documents: summons / report / verbal process / sanctioning decision; Job description templates tailored to industry and job specifications.

- **Customized training for HR departments.**

- Human factor in HR;
- Labor law training for employees of the human resources department;
- Human resources management training for employees of the human resources department and/or middle management;
- Customized workshops for specific needs/areas for the human resources departments.





Thank you!

„...The specialist in human resources and labor law with whom I consult when I encounter a special problem in my professional activity, a rare and unregulated situation that requires experience in solving it, or niche knowledge...”

„...Working close with Wizard HR Solutions team members I was always confident with their solution and working with their procedures which were tailored for our needs, was always very easy and safe.

They will answer to all issues coming up with all specific law changes in the field of hr having the necessary expertise to find the best solution for your needs.”

www.wizardhr.ro