

COMPANY PROFILE



A LITTLE BIT ABOUT ME...

I've always been passionate about helping others achieve their full potential. With 14 years of experience in Human Resources and a degree in HR management, I've gained a deep understanding of the importance of employee engagement and developing a strong company culture. What drives me is seeing individuals grow and develop, not just professionally but personally as well. Whether it's through coaching, mentoring or training, I find great fulfillment in being a part of someone's journey towards reaching their goals.

For me, success isn't just about hitting targets or achieving milestones, it's about helping people become their best selves. It's this passion for developing individuals that has kept me motivated throughout my career and continues to inspire me every day.

My passion for people combined with an understanding of HR best practices has contributed to numerous HR initiatives delivering exceptional results. This paired with my communication skills and strong work ethic allows me to work well within a team as well as the leadership within the organisation



MY SERVICES

With a passion for excellence and a commitment to customer satisfaction, I strive to provide exceptional solutions that make a positive impact in your business.



Employee Wellness Campaigns



Employee Handbook



Employee Engagement Strategy



Internal Communications Strategy



Employee Surveys and Reports



Onboarding Program

EMPLOYEE WELLNESS CAMPAIGNS



Through creative strategies and tailored campaigns, I collaborate closely with your organization to design wellness initiatives that align with your specific goals and needs. From promoting physical fitness and mental health to encouraging work-life balance, I develop comprehensive programs that empower your employees to prioritize their well-being

With a focus on customization, I ensure that each campaign reflects your company's unique culture and values. By leveraging innovative ideas and interactive approaches, I create engaging experiences that inspire employees to adopt healthier lifestyles and build sustainable habits.

Whether it's organizing wellness challenges, providing educational workshops, or implementing mindfulness activities, my aim is to foster a positive and supportive work environment where employees feel valued, motivated, and empowered to thrive both personally and professionally.



EMPLOYEE HANDBOOK



Navigating the complexities of employee policies and procedures can be a daunting task for any organization. That's where my Employee Handbook Service comes in. With extensive expertise in human resources and employment law, I specialize in crafting comprehensive and customized employee handbooks that align with your company's values, goals, and legal obligations.

Beyond legal compliance, my goal is to foster a positive and inclusive work culture through the employee handbook. I work closely with your organization to tailor the content and language to reflect your company's unique identity and values. By incorporating your branding elements and weaving in your company's stories and anecdotes, the handbook becomes a true reflection of your organizational culture.

With my Creative and Engaging Employee Handbook Service, you can enhance employee comprehension, improve policy adherence, and create a memorable experience for your workforce.

Please follow this QR code to see a 3 page example of my work



EMPLOYEE ENGAGEMENT STRATEGY



Recognizing that engaged employees are the driving force behind a successful business, I offer comprehensive solutions to foster a culture of engagement, productivity, and long-term loyalty.

Improved Employee Satisfaction

My Employee Engagement Strategy enhances overall employee satisfaction by fostering a positive work environment where employees feel valued, heard, and appreciated for their contributions.

Increased Productivity

Through effective communication channels, targeted recognition programs, and opportunities for professional development, my strategy boosts employee motivation and commitment, leading to increased productivity and better business outcomes.

Enhanced Retention Rates

By prioritizing employee engagement, I create a workplace culture that promotes loyalty and reduces turnover. My strategy helps retain top talent, saving your organization time and resources associated with recruitment and onboarding.

INTERNAL COMMUNICATIONS STRATEGY AND EMPLOYEE SURVEYS



I offer a comprehensive strategy that helps organizations effectively communicate with their employees, fostering a culture of transparency, engagement, and collaboration. Through a tailored approach, I help businesses establish robust communication channels and facilitate meaningful interactions within their workforce.

Key Steps in my Internal Communications Strategy:

- **Employee Surveys:** I begin by conducting employee surveys to gauge the current communication landscape within your organization. These surveys provide valuable insights into employee preferences, challenges, and areas for improvement.
- **Feedback Reports:** Based on the survey findings, I prepare comprehensive feedback reports that outline the strengths and areas of opportunity in your internal communication practices. These reports serve as a roadmap for developing targeted strategies.
- **Content Calendar:** I create a content calendar that outlines the topics, timing, and distribution channels for your internal communications. This calendar helps in planning and organizing the flow of information, ensuring that employees receive timely and relevant updates.
- **Communications Strategy:**
 - Communication Goals
 - Stakeholder Analysis
 - Communication Channels
 - Content Creation
 - Measurement and Feedback
 - Continuous Improvement

ONBOARDING PROGRAM



When it comes to employee onboarding, I specialize in designing exceptional and engaging programs that cater to your organization's unique needs. What sets me apart is my out-of-the-box thinking and creative approach to each onboarding program. I recognize that the onboarding process is a critical opportunity to make a positive and lasting impression on your new employees.

With my expertise, I ensure that your onboarding program stands out, capturing their attention and providing them with a comprehensive and engaging experience. Through a combination of informative content, interactive activities, and strategic onboarding touchpoints, I create a program that not only informs but also inspires and engages.

Please follow this QR code to see a 3 page example of an onboarding document



EMOTIONAL INTELLIGENCE TRAINING

I have partnered with Catalyst Hour Training to offer an incredible bespoke Emotional Intelligence course. What sets this course apart is our focus on practical behavioural change, rather than just conceptual understanding.

This is a two-day course designed to equip employees with invaluable skills to thrive in today's dynamic workplace. Over the course of these two days, our bespoke Emotional Intelligence program immerses you in the foundations of EI.

On day one, we delve into the essential aspects of Emotional Intelligence, empowering you with self-awareness, empathy and effective communication.

We provide the individuals with 14 mindset tools that serve as powerful resources for personal and professional growth. On day two, we go beyond theory, providing practical strategies to implement Emotional Intelligence in your workplace, driving enhanced teamwork, leadership and productivity.



FOR MORE INFORMATION...

Please don't hesitate to contact me for further information and to discuss how we can customize any of my services to align perfectly with the goals and values of your organization. I'm here to collaborate with you and ensure that the solutions I provide meet your specific needs.

**Cecilia
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