

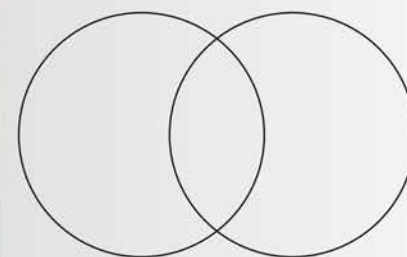
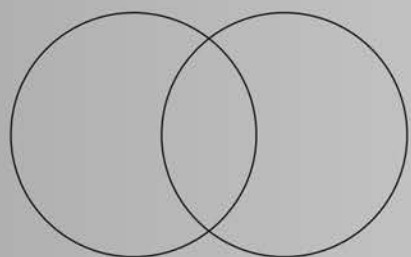
HR
METAMORPHIC



METAMORPHIC HR LTD.

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*HR Consulting
Services*



HR CONSULTING

The Metamorphic HR Catalogue

IN THE EVER-EVOLVING WORLD OF BUSINESS, MANAGING YOUR TEAM CAN QUICKLY TRANSITION FROM A FRIENDLY HANDSHAKE TO A COMPLEX BALANCING ACT. EVEN WITH A SMALL STAFF, NAVIGATING LEGAL REGULATIONS, RECRUITMENT STRATEGIES, AND EMPLOYEE RELATIONS CAN BECOME A WEB OF FORMS, DEADLINES, AND SENSITIVE CONVERSATIONS. THIS IS WHERE METAMORPHIC HR LTD COMES IN.

IMAGINE HAVING A SEASONED GUIDE TO STEER YOUR HR JOURNEY, ENSURING COMPLIANCE, STREAMLINING PROCESSES, AND NURTURING A POSITIVE WORKPLACE ATMOSPHERE - ALL WITHOUT THE NEED FOR A FULL-TIME HR HIRE. PARTNERING WITH METAMORPHIC HR LTD MEANS ACCESSING SPECIALIZED EXPERTISE AND BESPOKE SOLUTIONS, ALLOWING YOU TO FOCUS ON WHAT YOU DO BEST: DRIVING YOUR BUSINESS TO NEW HEIGHTS.

Hey There

Welcome to Metamorphic HR LTD

At Metamorphic HR LTD, we specialize in transforming HR and business processes for companies of all sizes. Our expert services ensure compliance, optimize processes, and foster a positive work environment, allowing you to focus on growing your business.

Krissy-Ann Maloney

***CEO & Founder/
Primary HR Consultant***



Social: [@KrissMeta](#)

Site: www.krissymaloney.com



WHY CHOOSE US:

HR Consulting

Running a business is like navigating a thrilling rollercoaster, filled with exciting highs and challenging twists. Just as a skilled engineer ensures a smooth ride, your growing company needs expert HR guidance to navigate the dynamic landscape of human resources.

Metamorphic HR LTD is not just an HR consultancy; we're your strategic ally in building a compliant, high-performing, and content workforce.

We are more than just an expert advisor; we're your dedicated partner. We integrate with your team to understand your specific goals and challenges, crafting personalized solutions that empower you to achieve them. Enjoy ongoing support and a trusted partner to lean on.

HOW CAN BUSINESSES BENEFIT: HR Consulting

Metamorphic HR LTD is your one-stop-shop for HR peace of mind. As your partners in success, we provide not just expertise but a committed partnership with a listening ear, sound advice, and a clear roadmap for your HR journey.

What you'll get:

- ✓ Simplified Compliance: Demystify complex regulations into clear, actionable steps.
- ✓ A-List Talent Acquisition: Attract top talent aligned with your company values.
- ✓ Enhanced Employee Satisfaction: Foster a positive work environment for engaged teams.
- ✓ Cost-Effective Scalability: Flexible packages tailored to your needs and budget.
- ✓ Peace of Mind: Stay compliant effortlessly with up-to-date policies and practices.
- ✓ Boosted Productivity: Happy employees drive success.
- ✓ Expert Guidance, Lower Costs: Access top-tier HR advice without full-time expenses.
- ✓ Stress-Free HR: Say goodbye to HR stress with Metamorphic HR LTD. Navigate the complex world of HR with confidence and ease.

SERVICE PACKAGES



QUICK CONSULT PACKAGE

For businesses with fewer than 20 employees needing occasional HR guidance. Stay compliant and resolve HR issues quickly with expert support and rapid response times.

- **Dedicated HR Consultants:** Expert professionals ready to tackle your HR challenges.
- **On-Demand Support:** Immediate advice when you need it.
- **Fast Response Times:** Prioritized communication, with responses within 24 hours.
- **Peace of Mind:** Confidence in compliance and best practices.

\$2500 per month

MOST POPULAR



CORE HR SOLUTIONS PACKAGE

Ideal for businesses with fewer than 30 employees needing more structured HR support. Build a strong HR foundation with ongoing guidance and proactive support.

- **Dedicated HR Consultant:** Expert guidance tailored to your needs.
- **Proactive Support:** Anticipate and address issues before they arise.
- **Streamlined Processes:** Develop and implement efficient HR procedures.
- **Company Handbook:** Comprehensive national compliant handbook.
- **Job Descriptions:** Creation of up to 5 job descriptions.
- **Performance Management:** Expert navigation through complex employee issues.

Six-month commitment required

\$3500 per month



HR PARTNER PACKAGE

For growing businesses with fewer than 50 employees needing comprehensive HR support. Become your trusted advisor, providing strategic, ongoing HR solutions.

- **Dedicated HR Consultant:** Ongoing support and strategic advice.
- **Comprehensive HR Solutions:** Full-spectrum HR management.
- **Fast & Responsive Service:** Prompt communication and reliable support.
- **Proactive Approach:** Anticipate challenges and recommend best practices.
- **Company Handbook:** Creation of a fully compliant handbook.
- **Job Descriptions:** Creation of up to 10 job descriptions.
- **Performance Management:** Expert handling of complex employee issues.

Six-month commitment required

\$8000 per month

INDIVIDUAL SERVICES

Dedicated HR Consultant (<i>p/hr</i>)	\$300
On-Demand Support (<i>per consultation</i>)	\$600
Compliance Check	\$1500
Company Handbook Creation	\$2500
Job Description Creation	\$350
Performance Management Support	\$500
Recruitment Services (<i>per cycle</i>)	\$2500
Employee Relations Solutions	\$450
Proactive HR Support	\$1200
Streamlined HR Process Development	\$2300
Introductory Call and HR Roadmap	\$300
Development: (one-time fee)	



A Roadmap for HR Success

Our Step-by-Step Service Guide

01

Initial Inquiry

Reach out to us via email, phone, or through our website's contact form to express your interest in our HR services. Provide us with some basic information about your business and your specific HR needs.

02

Schedule an Introductory Call

Booking a Call: Use our online scheduling tool on our website to book an introductory call or coordinate via email or phone to set up a convenient time for the call.

Introductory Call Details: During this call, we will discuss your business, current HR challenges, and goals. This call includes a non-refundable fee of TTD 300, which covers the consultation and the development of your customized HR roadmap.

03

HR Roadmap Development

Customized HR Roadmap: Based on the introductory call, our experts will create a tailored HR roadmap outlining actionable steps and achievable goals specific to your business needs.. The roadmap will detail recommended services, timelines, and cost estimates.

Review and Agreement: We will send you the HR roadmap for review, discuss any adjustments or additional needs, and once satisfied, sign the service agreement to formalize our partnership.

04

Service Engagement

Kickoff Meeting: Schedule a kickoff meeting with your dedicated HR consultant to discuss the implementation of your HR roadmap. Review the specific services to be provided, timelines, and expectations.

Commencement of Services: Your dedicated HR consultant will begin delivering the agreed-upon services. Regular check-ins and updates will be scheduled to ensure alignment and progress.

05

Ongoing Support and Evaluation

Regular Communication: Stay in constant touch with your HR consultant via email, phone, or text. In-person meetings are available for more in-depth discussions and strategic planning (additional fees may apply).

Progress Reports: Receive regular progress reports and updates on the implementation of your HR roadmap. Adjust services and strategies as needed based on ongoing evaluation and feedback.

06

Review and Feedback

Service Evaluation: Periodically review the effectiveness of the services provided. Provide feedback to ensure we continue to meet your expectations and evolving needs.

Adjustments and Enhancements: Based on feedback, make any necessary adjustments to the service agreement. Explore additional HR services or upgrades as your business grows and evolves.

07

Renewal or Termination

Renewal: Near the end of the service term, discuss the possibility of renewing the service agreement. Adjust the scope of services based on new business goals or challenges.

Termination: If you choose to terminate the agreement, provide 30 days' written notice. Settle any outstanding fees for services rendered up to the termination date.

TERMS AND CONDITIONS

1. Introduction These Terms and Conditions govern the use of services provided by Metamorphic HR LTD ("we," "us," or "our") to you ("Client" or "you"). By engaging our services, you agree to comply with and be bound by the following terms and conditions.
2. Services Metamorphic HR LTD offers a variety of HR consulting services as detailed above.
3. Fees and Payment
 - 3.1. Service Fees: Fees for each service are outlined in our price list. All fees are quoted in Trinidad and Tobago Dollars (TTD).
 - 3.2. Non-Refundable Fee: A non-refundable fee of TTD \$300 is required at the time of signing the service agreement for the Introductory Call and HR Roadmap Development.
 - 3.3. Payment Terms: Payment for services is due within 30 days of the invoice date unless otherwise agreed upon in writing. Late payments may incur additional charges.
 - 3.4. Additional Costs: Any additional costs, such as travel expenses or materials, will be agreed upon in advance and billed separately.
4. Termination and Cancellation
 - 4.1. Termination by Client: You may terminate the agreement by providing 30 days' written notice. Fees for services rendered up to the termination date will be due.
 - 4.2. Termination by Metamorphic HR LTD: We reserve the right to terminate the agreement if you fail to comply with these terms and conditions. Notice of termination will be provided in writing.
 - 4.3. Refund Policy: Payments made for services rendered are non-refundable. No refunds or partial refunds will be issued for unused services.
5. Client Responsibilities
 - 5.1. Information and Cooperation: You agree to provide accurate and complete information necessary for us to deliver our services. Timely cooperation and communication are essential for effective service delivery.
 - 5.2. Compliance: You agree to comply with all applicable laws and regulations related to your business and employment practices.
6. Confidentiality
 - 6.1. Confidential Information: Both parties agree to maintain the confidentiality of any proprietary or confidential information disclosed during the course of our engagement.
 - 6.2. Non-Disclosure: We will not disclose your confidential information to any third party without your prior written consent, except as required by law.
7. Limitation of Liability
 - 7.1. No Warranty: While we strive to provide high-quality services, we do not warrant or guarantee specific outcomes or results.
 - 7.2. Limitation of Liability: Our liability for any claim arising out of our services shall be limited to the amount paid by you for the services in question. We shall not be liable for any indirect, incidental, or consequential damages.
8. Governing Law These terms and conditions shall be governed by and construed in accordance with the laws of Trinidad and Tobago. Any disputes arising under or in connection with these terms shall be subject to the exclusive jurisdiction of the courts of Trinidad and Tobago.
9. Amendments We reserve the right to amend these terms and conditions at any time. Any changes will be communicated to you in writing and will take effect upon your acceptance.
10. Entire Agreement These terms and conditions, together with any service agreements and schedules, constitute the entire agreement between the parties and supersede all prior agreements and understandings, whether written or oral.
11. Severability If any provision of these terms and conditions is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.
12. Contact Information For any questions or concerns regarding these terms and conditions, please contact us at:
 - Email: metamorphichr@krissymaloney.com
 - Website: www.krissymaloney.com

Contact Us



1 868 336-4239



metamorphichr@krissymaloney.com



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