



HR Services in Asia Pacific



Lewis Silkin's comprehensive HR service **WORKSPHERE** provides a holistic solution for all your people needs. This allows you to gain the right support from a trusted advisor who understands your business.

The HR services that we currently offer in the Asia Pacific region are set out below. Please do not hesitate to contact us if there is any other HR service that you require – we would be very happy to chat and may well be able to help.

Training

Our training service specialises in running courses for HR, in-house legal and managers. All of our events are designed to be interactive and accessible, and we often use either written or filmed case studies to fully engage the participants.

In the Asia Pacific region we currently provide the following courses:

- Conducting investigations (2 hours)
- Stress and mental health (2 hours)
- Unconscious bias (1.5 hours)
- Diversity (1.5 hours)
- Immigration (length of course varies)
- Leadership workshop: preventing sexual harassment and bullying (2 hours)
- Speak Up seminar: preventing sexual harassment and bullying (1.25 hours)

We can also provide bespoke courses on specific topics, including in an e-learning format. Please do contact us if you would like to discuss your training needs and we would be delighted to help.

Investigations

Running a business is becoming ever more complex and concerns may be raised about things which are unexpected and potentially damaging. Addressing these issues when they first arise can save time and resources, and reduce the risk of them turning into protracted problems. Using an external investigator for a fact-finding investigation will help to demonstrate that you are treating the issue seriously, minimise internal speculation and ensure that confidentiality is retained. The results of an outside investigation are also more likely to be perceived as independent and not politically motivated.

Lewis Silkin has a strong track record in undertaking investigations. We are experienced at separating the relevant facts from an often complex background. We will always agree the scope of an investigation with you before we start work. We will make an initial plan so that we can let you know details of any documents or other evidence that we will need to see and the names of people we would like to speak to. At the end of the investigation, we will provide a full fact-finding investigation report to enable you to decide on the next steps.

Investigations differ considerably and that means costs will also vary. We will agree a fixed fee after we have talked to you about the scope of the investigation, so you know what the investigation will cost before we start work.

HR Consultancy

Our HR Consultancy service allows us to provide experienced HR professionals to work alongside you to deliver HR expertise. All of the HR Consultants we collaborate with are known to us, have a proven track record in Human Resources and often a deep technical specialism, which can fill a skills gap in your existing HR Team.

We can offer a flexible service: whether for a day, a week, for 3 months; to deliver a bespoke leadership programme; to provide maternity cover; or as an interim, until you fill a vacancy. There is both breadth and depth to the skills, industry sector and ability to deliver at both strategic and operational levels. Our HR Consultants know how to analyse the situation, assess options, make recommendations and implement bespoke programmes that deliver real change to your organisation. They are able to work either as part of an existing HR function, or, if required, as a standalone resource for key stakeholders to work with.

You tell us what you need – the skills, level of experience, what is to be achieved, and we seek to match your need with the extensive resources available to us. Lewis Silkin manages the process from beginning to end.

Our Consultants are able to assist in a variety of areas including:

- Management of employee relations issues
- Interim HR Business Partner, HR Director or Learning and Development Expert
- Executive coaching
- Executive compensation and reward
- Leadership development programmes
- Talent management
- Employee engagement

Global Cultural Fluency

Our global cultural fluency programme is designed to help clients operate more effectively across the boundaries of geography, culture and language. We recognise that most clients now operate in a global environment and that this can bring with it a whole new set of challenges at both strategic and operational levels.

Our experts have led training and consultancy events in over 50 countries and are skilled at working with multi-cultural, multi-lingual teams in this sensitive, yet vital, area. We can offer a wide range of training options and formats in order to develop a solution that best meets your needs. Our high quality training brings about real mind-set and operational change and will help you to achieve greater global fluency.

The cost of a global cultural awareness programme will depend on your requirements, but we can agree a fixed fee with you after we have discussed the scope of the programme.

Who can I contact to find out more?

For more information or an informal discussion please contact Kathryn Weaver or Emma Richardson.



Kathryn Weaver

Partner, Head of the Hong Kong office

kathryn.weaver@lewissilkin.com

+852 2972 7133



Emma Richardson

Director - Worksphere

emma.richardson@lewissilkin.com

+44 (0)20 7074 8390