

PROFESSIONAL SERVICES I



- ▶ HUMAN RESOURCES ◀
- ▶ FINANCE & ACCOUNTS ◀
- ▶ YOUR INDUSTRY ◀
- ▶ LEGAL ◀

The stepping stone for your business. Incorporating your business needs with today's technology

OVERVIEW

Dictasol professional services aims to bridge the gap between your needs and today's competitive market. Our knowledge and commitment has allowed us to create a selection of professional services that meet all your needs.

Whether you plan to integrate, expand or even build a new infrastructure Dictasol can help you succeed. By using Dictasol professional services you will see the benefits almost instantly. We aim to show you how we can actually help make a difference to your company.

Dictasol can help your business create and maintain impeccable professional services. Our professional services have been split into four sub-sections to ensure that you receive the exact service that you require:

- ⊙ HUMAN RESOURCES
- ⊙ FINANCE & ACCOUNTS
- ⊙ YOUR INDUSTRY
- ⊙ LEGAL

HUMAN RESOURCES

Your HR department is a critical component of employee well-being, regardless of company size or sector. Dictasol can help to transform HR departments from cost centres into strategic business partners. We can turn everyday employee relations into insightful findings, allowing you to manage your workforce at an ideal level.

We can also help to transform the operation of your HR, from tedious paperwork management and handling employee data into a highly efficient business function.

Vast improvements in technology have helped to revolutionise the fundamental roles of HR. We aim to improve service delivery to ensure your workforce is at its best. Creating a stronger, more active workforce can only have a positive effect on the whole of your business structure.



HR ADMINISTRATION SERVICES

Dictasol HR enables you to apply strategic planning to your workforce, so you can fill in required roles rather than jobs and align strategic talent with strategic work. We can assist by updating personal and training records, and help you to manage your documents by scanning and emailing. Service delivery is improved as well as workforce business intelligence. This will ultimately make your business more efficient.

BUSINESS INTELLIGENCE

HR produce a vast amount of information. A large amount of this data does not get utilised to its full potential. Dictasol offer a comprehensive solution that helps you to turn all of your HR data into business insight. We can assist by offering HR support advice and analysing appraisals, which will be invaluable to your companies future.



RECRUITING AND RESOURCING

Dictasol can take the burden of your staffing strategies and hiring decisions. Candidate sourcing, screening and tracking can be handled so that you can put your focus solely into putting the elite candidates into the appropriate role. By carrying out CRB checks and obtaining references, we can help your company development. Dictasol offer a comprehensive management service that enables you to focus on employee performance.

