

The HR Hub Nigeria

HRM

PRICING & PACKAGES

Small Businesses: 2-10 Employees

HR FOUNDATION PACKAGE

Scope of Work

Core Administrative Services

- Day-to-day HR document creation
- Offer letters, termination letters
- Onboarding forms, promotion letters
- Job descriptions

Compliance Support

- Staff policy development
- Labor Act alignment
- Health & Safety documentation
- Green HR initiatives

Support Channels

- Dedicated HR Manager

Per Employee:

~~₺~~38,500/monthly

Alternatively, Flat Retainer:

~~₺~~350,000 (Contract: 1-3 Months)

This package covers Execution of day to day admin activities, such as creating offer letters, termination letters, onboarding forms, promotion letters, job descriptions, etc. Developing and revising staff policies and manuals in accordance with Labor Act requirements (includes Health & Safety).

HR MANAGEMENT PACKAGE

Scope of Work

Includes HR Foundation package, plus:

- Recruitment process & policies
- Onboarding management
- Exit interview protocols
- Training and development programs
- HR automation setup

Performance management:

- PIP development
- OKR implementation
- KPI tracking
- Performance review frameworks

Support Channels:

- Dedicated HR Manager

Plus, Payroll Administration

Per Employee:

~~₦~~48,500/monthly.

Alternatively, Flat Retainer:

~~₦~~500,500 (Contract: 1-3 Months)

This covers all the advantages of the HR Administrative Package plus: hiring, Onboarding, Exit interviews, Training and Development, HR Automation (software and system setup) Performance enablement planning, including PIP, OKRs, KPIs, and Performance reviews and Green HR initiatives.

HR EXECUTIVE PACKAGE

Scope of Work

Includes HR Management package, plus:

- Comprehensive people strategy development
- Organizational growth planning
- Succession strategy
- Kirkpatrick training evaluation
- Employee engagement strategy
- Advanced risk assessment
- Crisis management planning
- Support Channels
- Strategic HR leadership support

Plus, Payroll Administration

Per Employee:

~~₦~~68,500/monthly.

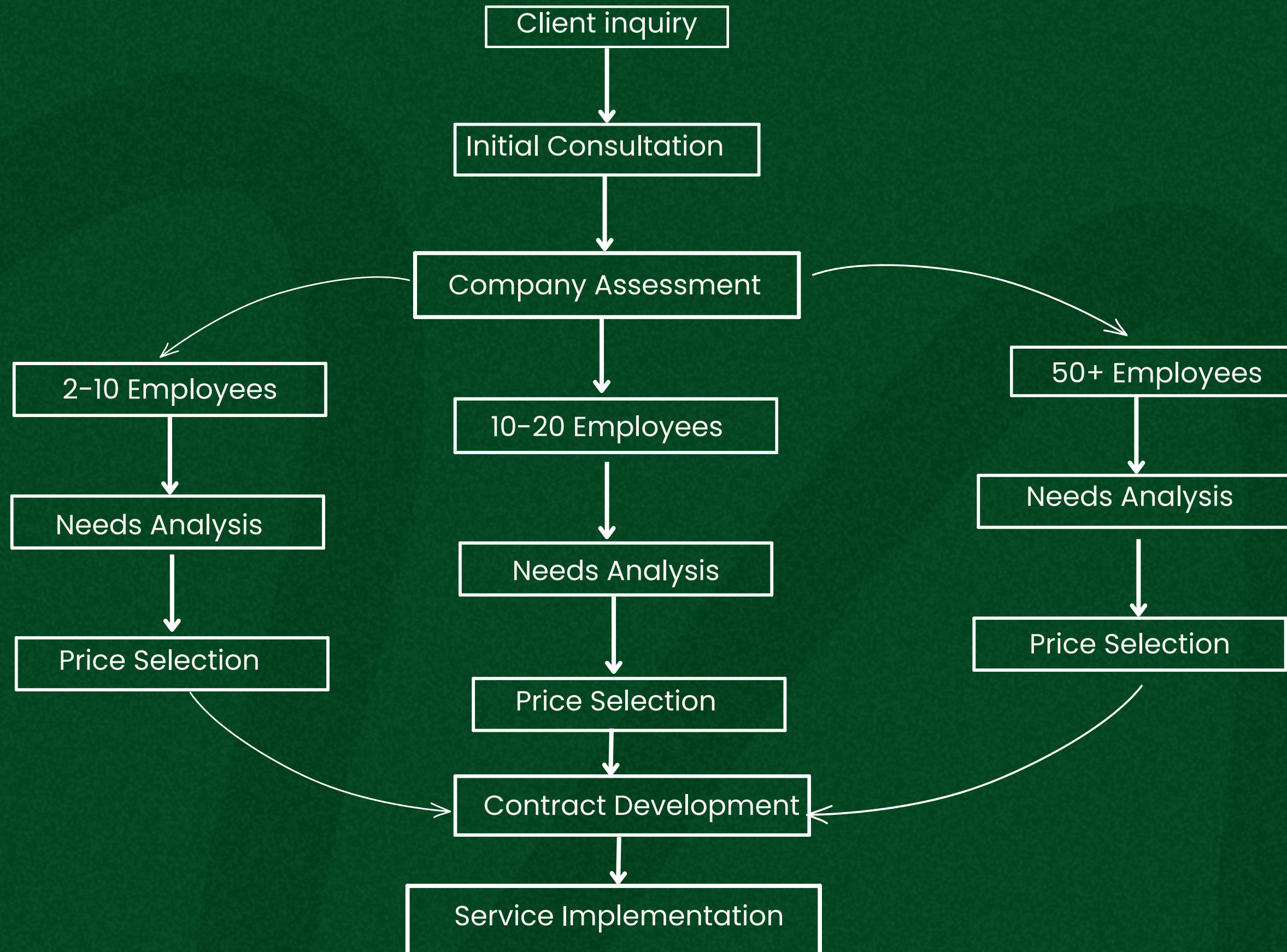
Alternatively, Flat Retainer:

~~₦~~750,000 (Contract: 1-3 Months)

This covers all the advantages of HRM package plus:
Development and implementation of a comprehensive organizational people strategy, including a growth and succession plan, Implementation of Kirk Patrick evaluation model of training and development objectives, an employee engagement and retention strategy, and risk assessment and planning and crisis management.

Green HR initiatives.

Process Overview



Detailed Process Steps

Step 1: Initial Contact & Consultation

- Receive client inquiry
- Schedule discovery meeting
- Understanding client's HR needs and challenges
- Initial assessment of company size and complexity

Step 2: Company Size Assessment

- 2-10 employees (Small Business)
- 10-50 employees (Medium Business)
- 50+ employees (Large Business)

Step 3: Package Matching

- HR Foundation Package
 - Basic HR admin needs
 - Limited support hours
 - Essential compliance
- HR Management Package
 - Comprehensive HR services
 - Extended support hours
 - Performance management
- HR Executive Package
 - Strategic HR leadership
 - Full organizational development
 - Risk management

Step 4: Needs Analysis

- Current HR infrastructure assessment
- Pain-points identification
- Growth plans review
- Compliance requirements
- Budget constraints

Step 6: Pricing Selection

- Per employee vs. retainer discussion
- Contract duration selection
- Additional services identification
- Custom requirements pricing

Step 7: Contract Development

- Service level agreement creation
- Deliverables specification
- Timeline establishment
- Payment terms
- Service hours allocation

Step 8: Service Implementation

- Onboarding process
- Initial documentation
- Systems setup
- Team introduction
- Initial priorities establishment

Step 9: Regular Review Process

- Quarterly service reviews
- KPI tracking
- Client feedback collection
- Service adjustment recommendations
- Package optimization suggestions

Step 10: Continuous Improvement

- Regular market rate review
- Service offering updates
- Technology integration
- Client feedback incorporation
- Process optimization

Get in Touch



Business Hours

Monday – Friday
9AM – 5PM WAT



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Response Time

Standard: Within 2 hours



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Resettlement

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