

TURN-KEY HUMAN RESOURCES



# EMPLOYEE OFFBOARDING: A COMPREHENSIVE OUTSOURCED SOLUTION

UNLOCKING  
WORKFORCE  
FULL-POTENTIAL

# OVERVIEW

With our efficient outsourced offboarding solution, you can ensure a smooth and positive transition for departing employees while protecting your organisations reputation and safeguarding your organisation's sensitive data and intellectual property.

This comprehensive program is designed to optimise knowledge transfer, maintain positive employer relationships and mitigate risk, ultimately fostering a win-win experience for departing employees and your organisation.

***"Transform  
Departures into  
Opportunities:  
A Streamlined  
Offboarding  
Experience for  
Efficiency and  
Security"***

# BENEFITS



## **Boost HR Efficiency:**

Free up your HR team's valuable time to focus on strategic initiatives and core HR responsibilities.



## **Unwavering Compliance:**

Ensure consistent adherence to company policies and industry regulations, minimising the risk of legal or financial repercussions.



## **Enhanced Data Security:**

Protect your company's sensitive data, access revocation and secure data collection practices, minimising the potential for data breaches.



## **Optimised Knowledge Transfer:**

Through structured offboarding procedures, facilitate a seamless handover of knowledge and critical information.



## **Positive Employer Branding:**

Maintain a positive reputation by ensuring a respectful and efficient offboarding process for departing employees, fostering stronger employer-employee relationships.

***"Unlock a Multitude  
of advantages:  
Streamline  
Efficiency,  
Strengthen  
Compliance and  
Mitigate Risk"***

# IMPLEMENTATION APPROACH



## **Comprehensive Needs Assessment:**

We work closely with your team to understand your specific offboarding requirements, company policies, and regulations.



## **Customised Workflow Development:**

We create a tailored offboarding workflow that aligns with your organisations unique needs, ensuring a smooth transition for all parties.



## **Dedicated Offboarding Specialists:**

Each departing employee is assigned a dedicated offboarding specialist who provides personalised support and guidance throughout the process.



## **Streamlined Communication and Professional Exit Interviews:**

We facilitate clear and timely communication with all relevant stakeholders and conduct professional exit interviews to gather valuable feedback and maintain an open dialogue with departing employees.



# IMPACT

Our streamlined implementation minimises disruption for departing employees and your team, ensuring a smooth and efficient offboarding process.

## 01 **Automated Workflows:**

Leverage the power of automation for tasks like badge deactivation and system access revocation, freeing up your team's time and minimising the risk of human error.

## 02 **Detailed and Customised Checklist:**

We provide comprehensive checklists tailored to each employee's role, ensuring a thorough offboarding process that covers all critical areas.

## 03 **Improved Time to Productivity:**

We provide comprehensive reports that track key metrics related to the offboarding process, enabling you to identify opportunities for continuous improvement and optimise your offboarding strategy.



***"Seamless  
Transition for  
Departing  
Employees and  
Continued  
Success for  
your Team"***

# WHY TURN-KEY



***"Incorporated in 2004, we have an established track record of adding real value to our clients through continuous innovation and a personalised approach to delivery."***

***Years in Business 20+***

***Years Experience 75+***

***Continents of operation 3***

First and foremost, we work with our clients as **trusted advisors**. Then, as skilled implementers.

Our training is designed around **adult learning principles** and delivered using process facilitation, resulting in a **highly immersive and interactive** learning experience

Our implementation approach factors in both the **value added** to the client and the **sustainability** of the implementation.

All recommendations are derived from **rigorous diagnostic analysis** tools built around hard business logic.

Our solutions are always **co-created** with our clients.

**Change management** is built into all our products, ensuring a smoother transition and greater sustainability.



# **ACT TODAY FOR A TRANSFORMATIVE TOMORROW**

**CALL US FOR A FREE CONSULTATION**

Contact: Robyn Pienaar  
Email: [robynp@turnkeyhr.co.za](mailto:robynp@turnkeyhr.co.za)  
Tel: +27 83 643 3400