



CONSULTING AB

HR STRUCTURE & PROCESSES

Right structure. Right processes. From day one.

Many growing companies have not yet had time to establish their HR function. I step in where needed – operationally or strategically – and deliver without delay.

The right person in the right place changes everything.

Magdalena Hagström Ståhl · By M Consulting AB

APPROACH

This is how we work together.

Every engagement begins with an initial conversation – an opportunity for us to get to know each other, understand the situation and see whether we can achieve something meaningful together. If there is a shared direction, we set a plan. Nothing starts until we have agreed on what we want to accomplish.

Methodical

I work in a structured and transparent way. You always know where we are in the process and why we are doing what we do.

Open & honest

I share what I observe – even when it is uncomfortable. Honest feedback is part of the value delivered, not a side note.

Feedback-driven

I want to know if something is not working. The sooner, the better. Course corrections are a natural part of a good collaboration.

Communication throughout

We agree on format and frequency from the outset. No surprises. If something changes – I will say so directly.

If something does not go as planned

It happens in every engagement that reality looks different from the plan. My responsibility is to say so early – and propose how we adjust. I expect the same openness in return.

+ Digital structure as added value

I can also help you set up and structure your digital work environment – Microsoft 365, domains, licence management and basic IT infrastructure – so that your organisation has the right foundations from day one.

S E R V I C E S

HR Structure & Processes.

Growing companies often have not yet had the opportunity to establish HR processes that keep pace with organisational development. I step in where needed – operationally or strategically – with broad experience of employment law, people management, sensitive negotiations and HR governance. The engagement may be interim support, a defined project or a process assignment. In all cases, delivery begins immediately.

● Interim HR function

No HR function in place, or a temporary need for reinforcement? I take on the operational HR role – managing ongoing people matters, ensuring legal compliance and acting as a direct support to leadership and line managers.

● Employment law and HR processes

I have in-depth knowledge of Swedish employment legislation and applicable collective agreements. I provide support on employment terms, probationary periods, terminations and priority rights – ensuring all actions are correct and properly documented.

● Workforce adjustments and organisational change

Changes in organisational structure and staffing require careful and respectful handling. I lead or support the process – from structural analysis and co-determination negotiations to individual matters and transition planning.

● Onboarding and offboarding processes

A well-structured onboarding increases productivity and reduces staff turnover. I design and implement processes for both joining and leaving – legally sound, practically useful and tailored to your organisation.

● Role descriptions, organisational structure and succession

Clear roles and a considered approach to succession are fundamental to a stable organisation. I map, analyse and structure – and identify where capability needs to be developed or secured for the future.

● HR policies, guidelines and handbooks

Well-written governance documents create predictability and reduce the risk of interpretive conflicts. I develop or update policies covering areas such as holiday entitlement, parental leave, sick leave and employer responsibilities.

ENGAGEMENT PLAN

This is what an engagement looks like.

01 Getting-to-know meeting

We meet without a set agenda. You describe your situation, I explain how I work. If we like what we hear and see a way forward – we set a plan.

02 Goals & engagement plan

Before we begin, we agree on what we want to achieve, how long it is expected to take and what responsibility I will take. Everything is documented and approved by you.

03 Delivery

I drive the engagement – methodically, transparently and with ongoing communication. Depending on scope, I work fully independently or in close collaboration with you and your organisation.

04 Follow-up & review

We review progress against the goals. What worked? What can be improved? The engagement concludes when we are both satisfied – not just when time is up.

Choose your model

Interim HR function

I take on the HR role fully or partially for a defined period. You gain immediate operational capacity without recruitment lead times or lengthy onboarding.

Defined process assignment

I lead a specific assignment within HR structure or process development – with clearly defined scope, timeline and deliverables.

What do you want to achieve?

Mark what is relevant – we will go through the details together when we set the engagement plan.

- | | |
|---|---|
| <input type="checkbox"/> Set up an interim HR function | <input type="checkbox"/> Handle an employment law matter |
| <input type="checkbox"/> Manage a workforce adjustment | <input type="checkbox"/> Support in sensitive negotiations |
| <input type="checkbox"/> Build an onboarding or offboarding process | <input type="checkbox"/> Develop role descriptions and organisational structure |
| <input type="checkbox"/> Work on succession and workforce planning | <input type="checkbox"/> Develop or update HR policies and guidelines |
| <input type="checkbox"/> Map and structure HR processes | <input type="checkbox"/> Other – we will discuss it at our first meeting |



ByM

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Ready to take the next step?

The initial conversation is always without cost.

Tell me about your situation – and we will see if and how I can help.

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The right person in the right place changes everything.

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