



PEOPLE.

DELIVERING TOOLS FOR ENGAGED AND EFFECTIVE TEAMS.

Essential HR information in easy to use DIY kits.

Manage your team's journey from hire to retire effectively with our range of easy to use kits.

Developed by HR professionals for business owners, these kits are a must for those looking for peace of mind and confidence that you are implementing best people practices.

ESSENTIAL DIY KITS AND PACKAGES

Gain peace of mind knowing that your people practices are compliant.

PERFORMANCE MANAGEMENT KIT

- Management guidelines
- Template letters (Raising Concerns, Formal Warning, Final Warning, Show Cause)
- Conversation tips and scripts
- Performance Improvement Plan
- Checklists

CASUAL CONVERSION KIT

- Step by step procedures
- Communication templates
- Comparison information sheet between casual and permanent
- Conversion decision making factors
- Template forms/letters
- Tips on how to effectively manage casuals

SMALL BUSINESS STARTER PACKAGE

- Contract of Employment Template
- Core HR Policies
- Policy Statement Template
- Position Description Template
- Simple HR forms
- Award Pay Guides

CONTRACTS OF EMPLOYMENT KIT

- Tailored Contracts of Employment
- Simple, Casual Contract
- COE Explanation Video

HR POLICIES KIT

- Full Policy Manual
- Core Policy Manual
- Policy Training Video

EMPLOYEE HANDBOOK AND INDUCTION KIT

- Tailored Handbook
- Template Induction Plan
- Template Induction Trello Board

REDUNDANCY KIT

- Step-by-step checklist to navigate the process
- Conversation scripts and tips
- Template letters
- Redundancy calculator
- Additional Deeds as required

PARENTAL LEAVE KIT

- Parental Leave Guidelines
- Parental Leave Policy
- Template letters
- Forms and checklists

HR FUNDAMENTALS PACKAGE

- Contract of Employment Template
- Wage compliance check
- Full HR Policy Manual
- Policy Training Video
- Position Description Template
- HR Management Handbook (complete with forms, checklists, tools)
- Employee Handbook and Induction
- People Perception Survey
- HR Support Line



Focus HR can assist in building the right package to suit your business based on your size, stage, industry and culture.

Contact us today for an obligation-free consultation to achieve the confidence that your HR systems match your business needs.

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