

# HR FUNDAMENTALS PACKAGE



We help businesses to lay a solid foundation of HR systems designed to reinforce the ethos they want their team to live and breathe. These fundamentals provide the confidence to attract the right people, deal with the challenging parts of people management in the right way and be on the front foot throughout the employment lifecycle.

The below elements are all included in the **HR Fundamentals Package**. The normal value of these components when engaged separately is over \$17,000.

## THE DETAILS

**COST – \$11,880 + GST (spread over 3 months)**

## PACKAGE INCLUSIONS:

- **CONTRACT OF EMPLOYMENT TEMPLATE**
  - Two tailored Contract Templates.
- **WAGE COMPLIANCE CHECK**
  - Two Modern Award wage compliance checks.
- **TAILORED HR POLICY MANUAL**
  - Focus HR will provide tailored HR policies that are compliant with legislative requirements.
- **HR POLICY TRAINING VIDEO**
  - Focus HR's policy training videos are developed to mitigate the risk on businesses regarding bullying, sexual harassment, discrimination, vilification, victimisation and grievance procedures.

- **HR MANAGEMENT HANDBOOK**

Inclusive of useful hints, tips and resources to help you in your everyday people management, this HR handbook covers considerations relating to:

  - HR Planning
  - Attracting
  - Employee Engagement
  - HR Management
  - People Development
- **EMPLOYEE HANDBOOK & INDUCTION PROGRAM**
  - A professional and comprehensive Employee Handbook with the guides, tips and tools to build an effective Induction Program to take your new hire from rookie to star performer.
- **POSITION DESCRIPTION TEMPLATE**
  - A tailored Position Description template reflective of your culture and values and Focus HR guidance for populating the template.
- **EMPLOYEE PERCEPTION SURVEY**
  - Focus HR's online people perception survey takes the pulse of your employees in relation to six key areas and provides you a traffic light-style report with recommendations based on the results.
- **HR SUPPORT LINE**
  - The HR Fundamentals Package includes a support line to provide phone advice in relation to the implementation and application of the HR fundamentals.

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From hire to retire, we can help.

By delivering tools to help you create engaged, effective teams.

By developing curious and courageous leaders within your team.

And by building bold strategies to make your business robust and resilient.

Contact us for an obligation-free chat today.

[www.focushr.com.au](http://www.focushr.com.au)



PEOPLE | LEADERSHIP | STRATEGY