

# HR FUNDAMENTALS FOR SMALL BUSINESS PACKAGE



We help owners 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 for Small Business Package**. The normal value of these components when engaged separately is over \$17,000.

## THE DETAILS

**COST – \$10,715 + GST**

## PACKAGE INCLUSIONS:

- **CONTRACT OF EMPLOYMENT TEMPLATE**
  - Two tailored Contract Templates are included.
- **WAGE COMPLIANCE CHECK**
  - Two Modern Award wage compliance checks are included.
- **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**
  - Areas covered by the Management Handbook includes considerations in relation to:
    - HR Planning
    - Attracting
    - Employee Engagement
    - HR Management
    - People Development
- **EMPLOYEE HANDBOOK & INDUCTION PROGRAM**
  - A professional and comprehensive Employee Handbook and Induction Program which will ensure consistent and thorough communication to all new staff.
- **POSITION DESCRIPTION TEMPLATE**
  - Focus HR will tailor a Position Description template reflective of your culture and values and guide management to populate the template.
- **EMPLOYEE PERCEPTION SURVEY**
  - Focus HR's online people perception survey takes the pulse of your employees in relation to six key areas.
- **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.
- **LEADING TEAMS WORKSHOPS X 3**
  - Focus HR's workshops focus on the issues managers most often encounter. Each session runs for approximately 2 hours, and this package entitles you to three registrations.



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)

