

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 Package. The normal value of these components when engaged separately is over \$7,000.

THE DETAILS

COST – \$5000 + GST

PACKAGE INCLUSIONS

- **TAILORED HR POLICY MANUAL**
- **HR MANAGEMENT HANDBOOK**
- **HR TOOLS**

HR POLICY MANUAL

Your policies form the foundation for proactive, effective positive guidance of your people's performance and behaviours.

This package will provide tailored HR policies that are compliant with legislative requirements, based on our knowledge of best practice, and incorporate your unique people approach.

HR MANAGEMENT HANDBOOK

The Management Handbook includes useful hints, tips and resources to help you in your everyday staff management. Specifically, areas covered includes considerations in relation to:

- HR Strategies and Planning
- Recruitment and Commencement
- Industrial Compliance
- Employee & Organisational Development
- Remuneration and Rewards
- Workplace Relations
- Exiting the Workplace

HR TOOLS

Our HR Tools include checklists, templates and procedures for each step of the employment life cycle.

Using these practical, simple tools will ensure your documentation aligns with legislative requirements, keeps your employee files up to date and makes sure you remember to do and capture even the 'little things'.



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

