

People Solutions for Small Business

A program that gives you access to our highly valued consulting services in a cost effective and flexible way, that makes sense for your business.

We pride ourselves on becoming an extension of your business by delivering HR advice and solutions tailored to your needs. For our clients who understand the business benefits of getting the people elements right, yet do not have an in-house HR team, we are pleased to introduce our **People Solutions for Small Business Program**.

ps. your membership program in detail:

- Documented findings from our preliminary review of your current HR practices, including our recommendations on the main areas for focus and improvement.
- Access to flexible consulting days which can be used in the following ways:
 - On-call advice from our team of experts to help you deal with a range of HR issues in areas such as recruitment, goal setting, poor performance, grievance handling, employment terms and conditions, salary and benefits and termination of employment.
 - Consulting support to deliver tailored HR solutions across the full employment life cycle, including contracts of employment, performance management, job design, reward and recognition, workplace health and safety, HR policies and procedures.
- Storage of your confidential HR documents in a secure, cloud based environment so that we have what we need, when you call us.
- Insights into key trends and changes in HR practices via our quarterly client newsletter.
- The flexibility to 'top up' your HR consulting days at a competitive rate that reflects your membership status with us.

Membership benefits:

- Trusted advice from people who understand the challenges and opportunities facing small business.
- Practical solutions that will help you better manage employment costs and drive improved performance and productivity.
- Access to a specialised team with significant HR expertise and commercial experience to help deal with people related matters, including:
 - **Policies, procedures and contracts** – advice and drafting of employment contracts, workplace policies and procedures
 - **Employee relations support** – advice on terms and conditions, awards and agreements and terminations.
 - **Grievance and conflict resolution** – advice on complex people matters such as bullying, harassment or discrimination complaints.
 - **Productivity and business change** – support services to help you deal with business change or drive a renewed focus on productivity and performance
- Access to customised HR tools and templates to help you better manage your workplace needs
- Insights into the latest people management issues and trends.

To find out more, contact us:

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