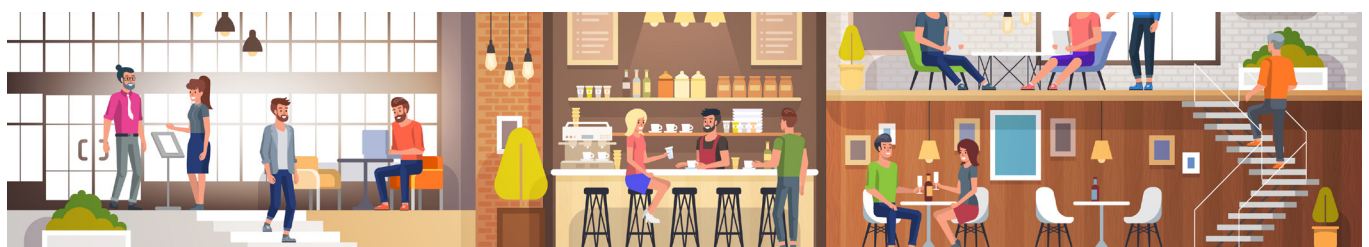




At HR Dynamics we understand that organisations need effective human resource frameworks in place. We can provide your organisation with useable, easy to implement HR processes, that won't overwhelm you in unnecessary paperwork.

Small Businesses (less than 5 staff) are eligible for a 50% discount off all packages.	SILVER	GOLD	PLATINUM	THE WORKS
Award Coverage	★	★	★	★
Pay Rate Calculations	★	★	★	★
Template Contracts of Employment	★	★	★	★
Application Form	★	★	★	★
Staff Handbook (tailored)	★	★	★	★
Hazard and Incident Reporting Form	★	★	★	★
Induction Checklist and quiz	★	★	★	★
Interview Guides		★	★	★
Staff Warning Forms – File note, warning form, invite to disciplinary meeting		★	★	★
Job Descriptions tailored for each role		★	★	★
Performance Review templates aligned to organisational goals		★	★	★
Employment Hero online platform for 25 staff (and 2 hours set up training)			★	★
20 hours ad-hoc consultation				★
6 hours training				★
HR strategy session				★
Staff engagement survey				★
COST	\$4000 + GST upfront payment	\$5000 + GST upfront payment	\$725 + GST per month	\$1250 + GST per month





Our silver package ensures that you are meeting your Fair Work obligations with tailored modern award coverage advice, pay rate calculations, template contracts of employment, application form, a one page induction checklist and short induction quiz as well as an engaging graphically designed staff handbook which contains your main policies all in one place. This will set you up with the minimum documents recommended to engage staff in your organisation.

\$4,400 upfront payment



Our platinum package includes all of the silver and gold package documents plus two hours of training and 12 months access to the online platform Employment Hero (for up to 25 staff for 12 months (for more staff than 25, there is an additional charge of \$9 per staff member, per month).

**\$725 + GST per month,
minimum 12 month commitment**



Our gold package includes all of the silver package documents plus tailored job descriptions for each position in the organisation an easy to use form to use to document staff warnings and performance reviews aligned to the organisational goals as well as tailored interview guides to help add structure and consistency to the recruitment process. This package also includes 2 hours of training to staff or management within your organisation.

\$5,500 upfront payment



The works package includes all of the silver and gold inclusions plus 12 months of our ongoing HR consultation (tailored letters of engagement for each staff member, a yearly staff engagement survey and report, HR strategy session and report, pay rate review in July, 6 hours staff or management training and 20 hours of ad-hoc HR consultation to use throughout the year). If you do not want Employment Hero – we can offer an extra 10 hours of ad-hoc HR consultation in place of.

**\$1,250 + GST per month,
minimum 12 month commitment**

EMPLOYEE HANDBOOK

(incorporating WH&S handbook) – designed by a graphic designer

Development of employee handbook specific to your business including (but not limited to) policies on:

- Annual leave (requesting and taking), Personal leave, leave without pay,
- Timesheets, rosters, overtime policies
- Email, internet, mobile phones, social media
- Customer service, grooming standards, smoking, eating and drinking
- Confidentially, Intellectual property, conflicts of interest, outside employment
- WH&S standards
- Bullying, harassment, discrimination, grievances policy and performance management policy
- Manual handling, near misses, hazard reporting, fire procedures
- Safe driving / vehicle policy
- Drugs and alcohol

TRAINING TOPICS AVAILABLE

Your choice from the below topics:

- ✓ Leadership training
- ✓ Communication Skills
- ✓ Bullying and Harassment Training
- ✓ Dealing with poor performance
- ✓ Understanding personality types
- ✓ Mental health and wellbeing
- ✓ Managing conflict in the workplace
- ✓ Customer service training
- ✓ SWOT analysis



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