



CLIENT:

Anytime HR

PROJECT:

**Website Copy for
Home Page & Tool Kits**



Home Page

As an experienced HR Manager and Consultant for over 10 years, Sharon Collitt (Managing Director, Anytime HR) has worked with all sectors, specializing in small and medium sized organizations (SME) HR compliancy.

Coupled with extensive qualifications and expertise in the field of human behavior, Sharon will work with your business to facilitate change management through people, increasing profit and meeting business needs.

One of Sharon's key areas of focus is not only educating SME business owners about the ever increasing importance of HR compliance, but also making the process simple. Her point of difference is ensuring that all information is presented in a clear and concise fashion so that it is easy to comprehend and modify to suit any organization.

As an expert leader in compliance across a number of key HR areas such as recruitment, training, performance management, policy and processes, Sharon and Anytime HR can provide access to HR solutions to meet your business needs, irrespective of industry and size.

Toolkits Page

RECRUITMENT & SELECTION

This toolkit is 'the bible' for ensuring lawful compliance during the recruitment phase, providing a simple and cost-effective guide to running a successful recruitment process. With over 15 templates and over 40 behavioural questions, you will save not only time but money!

This toolkit includes:

- Information on how to meet legal compliance requirements.
- Instructions explaining how to target and attract the right candidates.
- A simple guide showing how to write clear and effective job advertisements.
- Directions for assessing and selecting the right candidate.
- Over 40 behavioural style questions you can use in interviews
- Over 15 fully customisable samples and templates.

INDUCTION

Legal compliance is essential when onboarding and this kit will ensure you have a well planned, totally compliant and seamlessly executed induction process to welcome your new recruits...and retain them! It contains all the relevant templates and samples to get you on track in no time.

This toolkit includes:

- All the information you need to comply with current legislation including Fair Work and OH&S.
- Relevant tools to ensure your new employee settles in quickly and becomes productive sooner, as well as reducing the risk of early turnover.
- Everything you need to know to avoid common and costly induction mistakes.
- Instructions on how to manage the probation period effectively.

POLICIES & PROCEDURES

With the introduction of Fair Work Australia 2009, the National Employment Standards (NES) and 122 new Modern Awards, it is vital that employers review any existing HR policies to ensure compliance with the new requirements. This toolkit will give you up-to-date and compliant policies and procedures to suit your business.

This toolkit includes:

15 key policies and procedures for your business in line with current legislation.

PERFORMANCE & DEVELOPMENT

This toolkit will ensure that both the money and effort you have invested into hiring and inducting your new employee are maximized. It contains all the relevant appraisal documentation and associated templates for conducting a successful review.

This toolkit includes:

- Information on how to run an effective performance management program.
- Proven tips on how to motivate your employees and in turn, generate higher productivity.
- A guide to understanding the pitfalls of poor performance management and how it will impact your bottom line if not dealt with legally and professionally.
- The templates and tools you need to run a performance appraisal.
- The top 10 reasons performance review systems fail and how to avoid them.

CONSULTANCY

At Anytime HR, we work with businesses to implement Human Resource programs that are easy to manage, compliment business objectives, and deliver the optimum return on expenditure.

Since the introduction of the Fair Work Act in 2009 along with new Modern Awards and National Employment Standards, employers have experienced significant and widespread change. Unfortunately, we continue to hear from employers who are being fined up to \$33,000 for failing to comply with these rules and regulations. If equipped with the right knowledge, however, these penalties can be avoided.

Here at Anytime HR, we have developed a range of fully customized and easy to understand Human Resources packages to keep you compliant, as well as ensure you recruit and retain the best staff.

If you would like the comfort of knowing you have minimized your employment risks with a HR system specifically built for your business, we can help. It's easy and hassle free! Just select the HR Package that best suits your needs and one of our friendly HR consultants will tailor a package to suit your business.

You will also receive on-site training for your managers to maximize your investment. In addition, the 'complete HR Pack' will provide you with fully customised HR contracts, comprehensive training, and unlimited email support for the first 3 months.

THE PACKAGES:

A. HR Basics

This package is designed for those companies with HR processes in place, but who have not updated them in the past 4 years resulting in potential noncompliance issues.

- HR Compliance Audit - This will entail a HR Consultant assessing your current HR processes and providing advice on legislative compliance to protect your business. They will also propose programs to enhance your employee recruitment success, retention rates, and exiting of employees.
- HR Contract Review - A HR consultant will review your current employment contracts and advise on legislative compliance against the Fair Work Act 2009, Modern Awards and the NES.
- Fully Tailored Policies and Procedures Manual - A HR consultant will conduct a full review of your workplace (including your all-important workplace culture), and develop a tailored employment manual to suit your business. This includes all legally required policies and procedures.

**Your Investment Only \$1995
Valued at \$4995**

B. HR Starter Pack As seen in the HR Basics

- HR Compliance Audit (see above).
- HR Contract Review (see above).
- Fully Tailored Policies and Procedures Manual (see above).

Plus Receive

- Fully Tailored Recruitment and Selection Toolkit - A HR consultant will tailor a recruitment and selection toolkit specifically to your business.
- Fully Tailored Performance and Development Toolkit - A HR Consultant will tailor a Performance and Development process designed to meet the needs of your business.
- Fully Tailored Induction Toolkit - A HR Consultant will tailor an induction to suit your business, as well as an employee handbook.

Your Investment Only \$3995
Valued at \$9995

C. HR Complete Pack
As seen in the HR Starter

- HR Compliance Audit (see above).
- HR Contract Review (see above).
- Fully Tailored Policies and Procedures Manual (see above)
- Fully Tailored Recruitment and Selection Toolkit.
- Fully Tailored Performance and Development Toolkit.
- Fully Tailored Induction Toolkit.

Plus Receive

- Contract Templates to meet your business needs in line with Modern Awards, Fair Work Act and the National Employment Standards (NES).
- Full training for your managers and staff on all toolkits and new contracts.

Your Investment Only \$4995
Valued at \$14995

What can you expect from our service?

At Anytime HR we understand that today's small businesses are required to meet the toughest of legal compliance. To assist with this complex web of employer responsibility, we have created a range of options to meet different needs and budgets.

Our qualified and experienced Human Resource Consultants pride themselves on giving every client 100% every time. Dedicated to making a difference to each organization we partner with, we measure our success solely on our clients' success.

We believe that HR priorities and initiatives should be aligned with business goals and strategies. To ensure this happens, we go the extra mile to develop an in-depth understanding of the opportunities and challenges our clients face. Armed with this valuable knowledge, we build HR strategies and programs that are tailored to the unique climate, business environment, and objectives of each individual organisation.

Acting as your HR Director, Anytime HR assumes responsibility for driving HR initiatives from inception right through to the achievement of agreed objectives. We are genuinely invested in seeing our clients' businesses grow to reach their full potential, and we work hard to earn our customers' trust. To foster confidence and respect we are fair, honest and transparent in all of our business dealings, and committed to the delivery of simple yet effective HR solutions.

The risk of non compliance is too great

The impact of new workplace laws is considerable and we continue to hear from employers who are being fined for compliance breaches. Penalties of up to \$33,000 apply for failure to adhere to these laws and regulations but with the right knowledge and HR practices in place, penalties can be avoided.

Staying abreast of, translating, and complying with Employment and Industrial

Relations policies, issues and legislation can be daunting, demanding and downright stressful. Anti-discrimination, general protections and unlawful dismissal claims are not only costly if a fine applies, but can also result in loss of management time and hefty representation costs. All round, there is no denying that compliance shortfalls can be devastating to a business.

Anytime HR has developed a range of toolkits to assist small and medium sized organisations with compliance, and in turn prevent fines and nasty fair work hearings. For clients wanting to take the hassle out of implementing systems on their own, Anytime HR offers very reasonably priced packages where we do all the work for you! Let our experts help cultivate and nurture a high performing and harmonious workplace for your business.