



People Management KICK START KIT

CONTAINS ALL THE ADMIN YOU NEED - **ALL IN ONE PLACE**

It takes **time** to keep a business going. A major challenge is **finding superstar** staff. Then when you do find them, how do you **offer** them a job and give them all the **details** they need to know to **get started**?

Let **Someone Else** Shuffle the Documents

- ✓ Compliant to Australian employment regulations
- ✓ Company Policies ready to roll out
- ✓ Bring people onboard in a professional and swift manner



You can use it over-and-over again for all your new hires. It contains templates, checklists and guides for how to manage tasks in the “hi to bye” people lifecycle.



Boring admin tasks cut into your workday, evenings and precious weekends. Hiring people is expensive, time-consuming and risky.



Get back to leading your business and following your passion and stop wasting days of research on government regulations.

Hack Your People Management

- Compliant employment agreements to protect your business
- Capture new starter information in one go
- Company policies all in one handbook
- “Hi to Bye” handbook for managing the people lifestyle
- Build a healthy company culture
- Manage your people with confidence

**What are you waiting for?
Get out there and find the diamonds and bring them onboard.**

Make Hiring Zero Risk

You could spend time online and download a contract template. You could use one you've borrowed from a mate. It's likely to be out of date and likely not compliant with current legislation - but hey, it's free. Relying on that dodgy contract later down the track to get you out of a pickle could cost you your entire business.

✓ Capture all the information you need to satisfy your record keeping requirements and create organised personnel files.

Sleep easy knowing that our contracts and policies are **100% compliant** and updated as the rules change.

➡➡➡➡➡ What You Get <<<<<<

1. Employment Agreement:

Full-time employment contract (also suitable for part-time workers) and a casual employment contract.

All contracts compliant with Australian law. Use them over and over for your new starters.

2. Welcome Kit:

Send and capture all of your new starters' details in one document.

Personal details, emergency contacts, medical history, tax and super information. It's all here. Hiring admin done.

3. Policy Handbook:

Includes all the obligatory policies you must have, including Work-place Health and Safety and Bullying and Harassment.

Personalise your handbook by choosing others from a list that you want to include. Recommendations provided, and you can choose more if you want.

This policy handbook will become the cornerstone of your company culture and protect your business.

4. 'Hi to Bye' Handbook for Managing the People Lifecycle:

This handbook is for you and your management team. It contains checklists, guides, procedures and templates to easily manage the people life-cycle.

Use this as a guide to set the standard within your business for how to manage your people processes with confidence.

Want one?

Visit our website at

www.thepeoplescene.com

or contact us at

hello@thepeoplescene.com

- ✓ We will **customise** the kit for you so it's **on brand**.
- ✓ We'll include your **company logo and details** so it looks like you created it yourself in your spare time!
- ✓ The kit can be provided **electronically and/or printed** if you want to touch it.