About HR Coach

We were members of the HR Coach Network. To become a Member, we completed intensive training in practical HR coaching. Armed with patented consulting methods and systems that have been designed specifically for Australian Businesses, we are at the leading edge of people management strategies that are relevant to business.

HR Coach
network member

Our expertise is complimented with a national framework of experts so we can provide you with the best holistic service to you.

The HR Coaching Network conducts ongoing research into contemporary HR issues and innovation in people management .

For more information on the HR Coaching Network visit www.hrcoach.com.au

Order Form

HR Coach Staff System	$275.00 (incl gst)
Product Delivery email only (file size approx 5.25 mb)	No charge
Total:	**$275.00**

Business Name:_____

ABN:_____

Contact Name:_____

Ph: _____

EMAIL: _____

Number of Staff: _____

Payment Details:

____Credit Card (circle): Visa Mastercard

Card Number:_____

Name: _____

Expiry Date: _____/_____

___ Direct Deposit BSB 034 119 Account: 16 0832
Name: Personalised Business Coaching & Solutions
(Please fax deposit confirmation sheet or allow 24hrs for direct deposit payments to clear)

___Cheque Please make payable to P.B.C.& S.

Please Return Fax: 07 3408 8736

HR Coach
people | perform | profit

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The New Act can penalise you $33,000 if you fail to comply.

Don't get caught out!

Organise your records and protect your business now!

HR Coach Staff Systems

Simple, do it yourself system.

Save time and money!

Do it yourself
Record Keeping Tool

5 Reasons why you should use HR Coach Staff Systems

1. **Minimise your Risk.** Businesses without the right documentation in place will suffer under the new legislation and the **fines for one record not being correct can be $275**. A simple database will ensure that you keep track of signed documents.
2. **Meet your Obligations.** 75% of businesses struggle with paperwork and compliance. Staff Manager will keep your processes organised. You can even edit and tailor the documents to suit you!
3. **Save time and money.** Businesses who are organised save time and money in processing staff documents. Wizards take the headache out of collating forms. Outlook reminders will ensure you don't miss probation dates.
4. **Increase your hiring success rate!** Staff are attracted to Businesses who have their act together. Professional colour coded documents provide a positive image about you. Easy to use Interview guides will help you ask the right questions to select the right people.
5. **Keep up to date.** Reports will show you what information is missing. By using templates for staff planning will ensure you remember to update policies, keep staff trained and audit your documents on a regular basis. Links will help you find the information you need!

"HR Coach Staff Systems is so easy and handy! For $275, it's one of the smartest investments we made."

Wayne & Chris
The Day Tour Company
15 staff

HR Coach Staff Systems makes your job a lot easier, simpler and smarter.

How can it help me?

I don't know how to recruit the right people?

Using the recruiting wizard, it will select an interview guide with ready made questions, a position description format and application form in less than a minute! Just by using the documents will help build your skills as an effective interviewer.

What do I need to do to get new staff started?

The starting staff wizard will automatically fill in your employment contract, will print out all your documents you need including the ATO Tax Declaration (no more running to the Post Office!) and your Orientation process for the first day. Not only that it updates your database for you and sends reminders to outlook for you. 5 Simple Steps and it is done.

How do I deal with problem staff?

The staff system has all the documents you need including performance reviews, warning documents, and a simple HR guide to provide tips on how you could manage the process.

Grievance Procedure

And there's a lot more features! It is not just documents, not just a database, it is an integrated tool that really helps you.

So what is a Staff System?

It is a complete HR system for small business.

It includes:

- Automated Forms and templates,
- Wizards to guide you when recruiting, starting and exiting staff
- Database to track signed documents,
- HR tips in everyday language
- Reminders for key dates
- Tracking of licenses and training
- Reports

All in one system for $275

DANGER DANGER DANGER

A workplace inspector will fine some businesses without the right record keeping.

A fine, like a speeding ticket is **$275—PER RECORD!**

AVOID THE PENALTIES & GET YOUR RECORD KEEPING RIGHT!

YOU CAN DOWNLOAD YOUR SYSTEM AND USE IT TODAY!