



## Don't get caught out!

### Organise your records and protect your business now.

### 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 suffer. 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!

### How do you attract good staff? How do you keep them?

It is critical to get it right because HR issues are dragging down business performance and even impacting on businesses ability to grow. Some are not coping and have been forced to close the doors.

With the change in legislation, it is even more important that we do the right thing in our employment relationships.

***“HR Coach Staff Systems is so easy and handy! It's one of the smartest investments we made.”***

Wayne & Chris  
The Day Tour Company  
15 staff

### 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,
- ✓ Reminders for key dates
- ✓ Tracking of licenses and training
- ✓ Reports

# HR Coach

Staff Systems Software

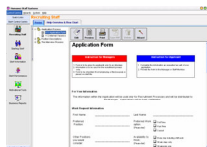


**HR Coach Staff Systems makes your job a lot easier, simpler and smarter.**

**How can it help you**

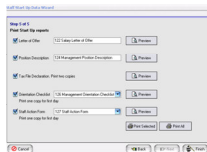
**I don't know how to recruit the right people?**

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.**

## About HR Coach

*We are 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, like the Staff System, we are at the leading edge of people management strategies that are relevant to business.*

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

*So if you need assistance in developing your staff and your business, call us for an obligation free meeting.*

**DANGER DANGER DANGER**

GET YOUR RECORD KEEPING RIGHT!

YOU CAN DOWNLOAD YOUR SYSTEM AND USE IT TODAY!

FOR A FREE DEMONSTRATION CONTACT:

[info@totalhrm.com.au](mailto:info@totalhrm.com.au)

## Order Form

HR Coach Staff System including training  
And installation \$1,500.00 (incl gst)

**Total: \$1,500.00**

Business Name: \_\_\_\_\_

ABN: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Ph: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Number of Staff: \_\_\_\_\_

### Payment Details:

\_\_\_ Direct Deposit BSB 640000 Account: 57473259

Name: Total HRM  
(Please fax deposit confirmation sheet or allow 24hrs for direct deposit payments to clear)

\_\_\_ Cheque Please make payable to Total HRM

**Please Return Fax: 02 60259349**



Tel: 02 60259359

Email: [info@totalhrm.com.au](mailto:info@totalhrm.com.au)

Web: [www.totalhrm.com.au](http://www.totalhrm.com.au)

Address: PO Box 159 Lavington NSW 2641

