STONE BUSINESS CONSULTANCY- PACKAGE INFO SHEET

Human Resources and Employment Package Info Sheet

Overview- Our Employment & HR Support Package provides businesses with practical, ongoing assistance to manage staff, workplace systems, and employment obligations with confidence. We work alongside business owners to streamline HR processes, strengthen compliance, and create clear employment systems that support both business growth and positive workplace culture. From contracts and policies to ongoing employment advice and workforce planning, this package is designed to remove the stress and complexity of managing people in business.

Who this package is for-

- Sole traders employing staff for the first time
- Small businesses wanting compliant HR systems
- Growing businesses needing employment structure and processes
- Businesses wanting outsourced HR support without hiring internally
- Employers needing practical guidance with staffing matters
- Organisations wanting confidence in workplace compliance

What's Included-

- Initial 50 minute Employment & HR advisory session
- Review of current employment systems and workplace practices
- Tailored HR and employment compliance recommendations
- Monthly one-on-one 50 minute advisory session
- Assistance with employment contracts and role documentation
- Policy and procedure development support
- Guidance regarding staff management and workplace issues
- Email/phone support between sessions as agreed to by the client
- Ongoing support to improve HR systems and workplace processes
- Outsourced HR support without hiring an internal HR Manager- we handle all of this for you.

Monthly Structure- Each month includes a 50-minute strategy and support session focused on reviewing staffing priorities, workplace systems, compliance requirements, and operational improvements. During this time, tasks can be delegated to SBC, including employment contract

review or drafting, policy adjustment and edits, drafting correspondence to employees, or other tasks as per our service agreement with you.

Key Outcomes-

- Improved confidence managing staff and workplace issues
- Stronger HR compliance and workplace systems
- Clearer policies, contracts, and employment documentation
- Reduced operational stress relating to employment management
- Better workplace organisation and staff processes
- Practical outsourced HR support tailored to your business

Why this Package Works- This package combines strategic HR guidance with practical operational support, allowing businesses to access flexible employment expertise without the cost of employing an internal HR manager. We provide tailored support that grows with your business and helps create stronger, more sustainable workplace systems. Upon request, we can act as your internal HR manager, and handle the back-office and administrative work an internal HR department would.

Investment- Casual advisory sessions, and ongoing outsourced HR support packages available. Pricing may vary depending on business size, staffing requirements, and the level of support required. A tailored recommendation will be provided following an initial consultation.