

services

Workplace investigations / mediations

In a well run workplace you would expect it to be free of unlawful discrimination. However, legislation is broad in its application, and employers must deal with these complaints seriously.

Taylor HR Consulting can assist with appropriate training to mitigate risk of complaints, as well as investigate incidents relating to misconduct, discrimination, sexual harassment and bullying.

More often, employers are faced with the dilemma of managing workplace conflict. It can be very difficult and time consuming. Having an independent party mediate is one way of handling these often stressful situations.

Training and development

Your staff are your most valuable intangible asset. And a tailored and accessible training and development program is vital to retaining valued employees.

We can guide you in training and developing your staff as well as run in house sessions, particularly aimed at developing managers.

Payroll

Payroll is a function that can be successfully outsourced and once established, is easy to maintain with minimal internal resources.

Depending on the size and needs of your business, Taylor HR Consulting can assist in payroll software selection and establishment, together with appropriate staff training and roll out.

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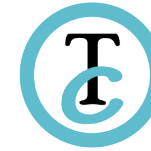
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Taylor HR Consulting

Protecting and growing
your business

a bit about us

Pauline Taylor is Director and Principal Consultant of Taylor HR Consulting.

Experience & education

Pauline has extensive experience gained in several senior HR management positions primarily in financial services (National Australia Bank, Big Sky Credit Union and SAIPrivate).

She has also worked with large corporates (Fairfax, AVIVA) and small business, manufacturing and scientific environments. Pauline possesses a commercial approach, a “can do” attitude, is solutions focused and readily develops rapport and trust with individuals.

Pauline holds a Bachelor of Science and a Graduate Diploma in Business Management from Monash University.

Convenient location

Taylor HR Consulting is conveniently located in leafy St Kilda Road, and is also available to consult within your workplace.

Should you have any other questions, please don't hesitate to contact Pauline on 03 8532 2504 or 0438 596 950.

services

Full service retainer arrangement

Many small to medium sized companies are either not big enough or are unable to afford a full time Human Resources employee. Taylor HR Consulting offers the flexibility of providing ongoing HR advice and consultancy as you need it.

A retainer service is available for all HR services to support your business requirements.

Hourly consulting

We can also provide the following services at a competitive rate:

- probationary period;
- human resources inductions to your company;
- preparation and analysis of job descriptions;
- letters of offer and employment contracts; &
- performance management, coaching and counseling

Human resources audit

A review may be conducted to meet legislative and employment trends, enabling you to provide a safe, stable and productive workforce.

Evaluations can be made of any existing systems in relation to policies, procedures, templates, and letters can be tailored to your type of working environment and size and complexity of your business.

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Recruitment

Staff recruitment can be costly and time consuming. Taylor HR Consulting can assist you by advertising the job ads using various internet providers either under your company name and logo or under the heading of Taylor HR Consulting.

Our recruitment services include:

- establishing recruitment procedures;
- preparing advertising guidelines and checklists, template letters and interview guidelines;
- shortlisting candidates;
- reference checking; &
- training for managers and supervisors involved in recruitment.

Employment agreements

Taylor HR Consulting can prepare employment contracts to ensure you are up to date with legislation. These may be prepared as a stand alone service or as part of an HR audit review.

Performance management

One of the most difficult and perhaps most time consuming roles of management is managing staff - especially those who are underperforming. If managed poorly, the associated costs of low productivity and low staff morale may be considerable and may distract management's focus from running the business.

We can assist minimise the costs associated with disciplining and dismissing a current employee, as well as sourcing, hiring and retaining new staff.