



# MANAGER HANDBOOK & TOOLS.

## BEST PRACTICE PEOPLE MANAGEMENT FOR ENGAGED, EFFECTIVE TEAMS.

Managing and developing people is a rewarding yet challenging aspect of a manager's position.

It is an enabling function that motivates people to do the best in their job and to further develop their skills and competencies.

Effective people management requires managers to have a range of well-developed skills, a level of self-awareness and to work in a supportive environment.

# A HR AND IR GUIDE

Our comprehensive handbook brings together best practice methodologies and legislative compliance to provide Managers with the knowledge, processes, useful hints, tips and resources to assist in their everyday role as a people manager.

People management is an ongoing process and encompasses many functions throughout the employment life cycle.

The handbook and tools cover the key stages from hire to retire including:

## PLAN

- Workforce Planning
- Organisation Design
- Role Design
- Change Management

## ATTRACT

- Employee Value Proposition (Attracting the Right People)
- Recruitment and Selection

## MANAGE

- Commencement and Induction
- Employment Contracts
- Qualifying (Probation) Period
- Changes to Employment
- Casual Conversion
- Leave Entitlements
- Industrial Instruments and Compliance
- Policies and Guidelines
- Maintaining Personnel Records
- Responding to Grievances
- Managing Poor Performance and Conduct
- Misconduct / Serious Misconduct Discipline
- Exiting the Workplace

## ENGAGE

- Values
- Retention
- Remuneration
- Rewards and Benefits
- Motivation and Engagement
- Upward Feedback

## DEVELOP

- Feedback and Performance Reviews
- Learning and Development
- Leadership

We know how important it is for you to have the right tools at your fingertips, but we also know you may need support in making sure your systems are set up properly.

That's why we include 1.5 hours of complimentary on-call support for you as part of this package.



Looking for practical training for your managers?  
Take a look at our Leading Teams Workshops  
[www.focushr.com.au/leading-teams-training](http://www.focushr.com.au/leading-teams-training)

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