

## Top Tips

- Get expert advice to make sure your HR policies are up to date.
- HR issues are best dealt with early on and having professional advice can save you time, money and stress. Remember with staff "Think in Ink".
- Ensure you have the correct employment agreements that match your employee. It will save you time, money and a whole lot of frustration if you get this correct right from the start. Support your employment agreement with handbooks, health and safety policies and good orientation processes.

With the right advice and assistance you can have peace of mind in regards to HR



Call us today and let us help manage your Human Resources effectively



 **cooperaitken** accountants limited  
creating freedom in your business

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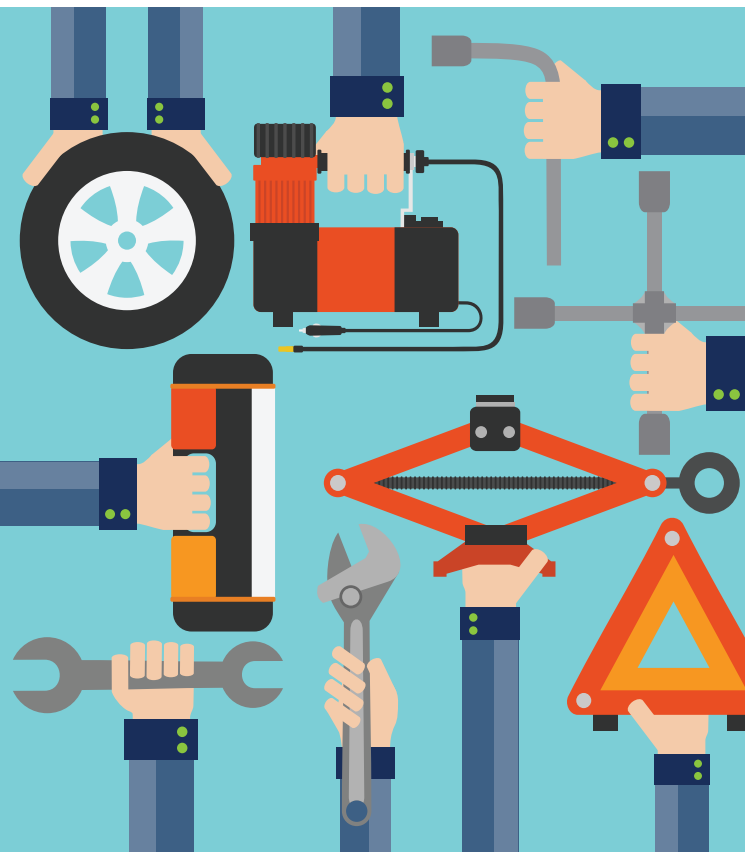
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# Human Resources support



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CooperAitken Accountants can help you throughout your life – both professionally and personally.

As well as our Accounting Service we offer expertise in ACC, Human Resources Companies and Trust Administration, Software Assistance and Payroll.

## Human Resources support

### Your team is your biggest asset, but managing people can take great skill.

Our dedicated team at CooperAitken can provide you with ongoing support, so you can focus on the core day to day operations and business management.

When you work with CooperAitken Accountants, you can be sure of quality services. We can support you with all your human resource needs, from helping you find and hire the right people to managing out poor performers correctly and legally.

As a leader you are placed in a position of power and responsibility. Having the correct advice and support is critical to the success of your business.

### We can help you with:

- Recruitment
- Addressing skill gaps in your team
- Addressing attitude gaps in your team
- Keep you up to date in health & safety
- Becoming a better coach and manager
- Legislation
- Reward and recognition
- Training
- Employment issues and mediation
- Restructures
- Employment contracts and handbooks

In any business, staff are always one of the most important assets, and we can help you get the best out of them – no matter how few or how many employees you have.

### PEACE OF MIND

- Know you are meeting your legal requirements with employment
- Know you are meeting your legal requirements with health & safety
- Know you have help readily available when there are staff issues happening

### SAVING YOU MONEY

- Helping you set up staff for success
- Correct handling of performance management
- Assistance with reviews and restructures for best outcomes

### SAVING YOU TIME

- Efficient and effective pre-employment processes
- Best practices for employment policies



Let us help you manage your human resources – call us today on 07 889 7153