



## Business Mentoring



### Staff recruitment and retention program

“In the four years of my business so far, I have let countless great staff members slip through my fingers. I have also welcomed new staff into my team only to find that their morals, values and lifestyle were far from congruent with those of our company. Over time I have learned the importance of patience and sturdy systems to ensure results and consistency. I have also learned to hire on attitude, personality, integrity and eagerness to learn, rather than on technical ability. Here is your opportunity to learn from my mistakes, and to set up a system guaranteed to help you recruit and retain the best possible team for your business...”

### Benefits

- Receive helpful tools to help you analyse your existing systems
- Be guided through the process of developing a successful staff recruitment, training and retention system that's tailored for your business
- Be held accountable for implementing your new staff management systems

### What's involved?

A series of three monthly business mentoring sessions (1 hour each)

1. The first session will enable you to establish the system, procedures and documents needed for the start of the hiring process.
2. The second session will enable you to complete the selection process having chosen the right person for your business, as well as set up a procedure for training them that will save you heaps of time and effort.
3. The third session will cover staff satisfaction and retention issues such as staff progress appraisals, staff meetings, staff updates and continuing professional development opportunities for your staff within your business.

### Logistics

- The total cost for this mentoring series is \$850 plus GST.
- The mentoring sessions are conducted via phone, and you will receive your resource pack via mail and/or email.

### To get started...

To get started and start reaping the benefits of this program, call (07) 3166 8183 or email [leanne@completeperformancesolutions.com](mailto:leanne@completeperformancesolutions.com)

