

CORP can provide your Organisation with Human Resources services. This can involve a review of your Organisations current HR practices, a gap analysis, customisation including a cultural focus, implementation of the processes and then an ongoing review.

CORP can offer assistance ensuring processes and policies & procedures are implemented in a workplace and can assist with diminishing ambiguity around the work environment and how things are normally done in the workplace.

### **Review of Job requirements:**

Review and document of Organisational and job requirements

### **HR Processes:**

Review and improvement of HR related systems and processes for example; recruitment, leave, performance review processes

### **Training needs assessments:**

Review of needs (gap analysis) of any training requirements in your workplace.

### **Developing a staff handbook**

Create/develop an Induction program including information regarding: Leave types, Probation, Code of Conduct, Performance Management, Rosters, Time sheets, Pay process, Standard policies, Occupational Health and Safety, Bullying/Harassment/Discrimination, Cultural awareness and Emergency procedures. This could be monitored for 12 months with quarterly reviews.

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