

Human Resource Tools and Templates



HR packages and kits for your practice

We have an extensive suite of template documents to help you to immediately build your HR systems.

Human resource systems have a significant impact on both the effectiveness of individual team members and the business as a whole. Implement the right tools in the areas of recruitment, induction training, and performance management, to ensure your team are committed and valuable employees in your practice, and ultimately help reduce employee turnover.

At CCG, we have an extensive range of HR tools and templates available to build your HR systems without delay. Browse and purchase online for immediate download.

You can purchase these templates online and start using them today!

Find out more online:

www.provetccg.com.au/shop

All templates are provided as Microsoft Word documents ready for your customisation. Choose from:

- Recruitment and selection templates
- Induction templates
- Industry specific job descriptions and performance reviews
- Competency assessments
- Performance management systems
- Policy and procedure templates
- Staff handbook
- WHS Manual

Need help implementing Human Resource templates or changes in your practice? CCG also offers a comprehensive Coaching Programs.

Find out more: ccgenquiries@provet.com.au



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Please indicate the items you would like additional information on:

Team Development

- ProSkills Online Short Courses
- Customer Service Intelligence
- Leadership Intelligence
- In-practice training
- Practice Management School
- Customer Service Roadshow
- Healthy Pets, Healthy Practice
- Certificate level veterinary nurse and management courses (via AIRC)

Business Development

- Practice Health Check
- Business Coaching Programs
- Personal Coaching Programs
- Financial Solutions Package
- Strategic Planning and Partner Alignment

Resources

- Team Profiling Tools: DISC and Motivators
- Mystery Shopping Program
- Client and Staff Surveys
- Workplace Health and Safety Manual
- Individual Policies and Procedures
- Human Resource Tools and Templates
- Pet Protector Online Course

Please email to: ccgenquiries@provet.com.au or fax to +61 7 3621 6006

Our team will be in contact with you soon with additional information. In the meantime, please check out our website: www.provetccg.com.au