

Setting your business up in sourcing new staff, for a new start

Monday, 1st June , 2020, 1 pm-1.45pm

Webinar



Agenda for today's webinar

- **Housekeeping**
- **In today's webinar you will discover the following:**
 - Changing your company structure to Survive & Thrive
 - Re-evaluating what skill sets your company needs for a new start
 - Re-aligning your staff around your new structure
 - How to source new talent that can bring value to your business
 - How to recruit for what you need to rebuild your company



Upcoming Webinar:

Thursday 4th June 2020 – ‘Managing your payroll during COVID-19’

Register-<https://register.gotowebinar.com/register/7522533508826482955>




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in sourcing new
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KEY BUSINESS ADVISORS

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Questions

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Webinar ID: 275-918-366

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COVID-19 Recovery Grants

1. Adapting to Changed Needs for up to \$10,000
2. Business Collaboration for up to \$5,000

Who qualifies with MVCC

- Local Businesses for up to 50 FTE Employees
- Sole Traders
- Social Enterprise
- Traders Associations

How to apply

City of Moonee Valley – Business Support
<https://mvcc.vic.gov.au/covid-19/#business>

Email: business@mvcc.vic.gov.au

03 9243 8866

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Colin Wilson Director KBA



CERTIFIED
CHAIR



KEY
BUSINESS
ADVISORS

Mission & Vision

Our **Mission** is to take businesses from Good to Great

Our **Purpose** is to take customers on a journey to help them improve their business through all aspects of employee engagement and performance



TOPIC 1

Changing your company structure to Survive & Thrive

Conduct a SWOT analysis

Key Points:

- **Strengths** – What does your business currently excel at?
- **Weaknesses** – What areas of your business needs improvements?
- **Opportunities** – What are some great opportunities that your company can go after that will rapidly improve your business?
- **Threats** – Look at your competitors, how do they compete against your business? How can your business compete against them? What about another round of COVID-19?



Changing your company structure

Key Points:

- Business requirements now and post COVID-19
- What positions are still relevant?
- What positions need to change?
- Re-look at your Organisational Chart
- You need to think short and long-term in rebuilding your company
- Will your business ever be the same?
- Re-think about the way you do things now and in the future
- Re-think about the outcomes you desire
- Do you have the skill sets in your current staff, and can you train them if there needs to be a switch?
- What changes and decisions do you need to make to survive and thrive in the new financial year?



Putting a plan in place

Key Points: You need to put a plan in place and think about the following:

- What does that plan look like to survive and thrive?
- When do you need to make these changes?
- Do you need to update any processes or systems beforehand?
- Have you got your product mix right?
- Set a budget for the next 12 months and review quarter by quarter
- Create a 30, 60 & 90 day plan to execute
- Do your numbers, can your business survive without Job Keeper?
- Can it survive another stage/s of COVID-19?



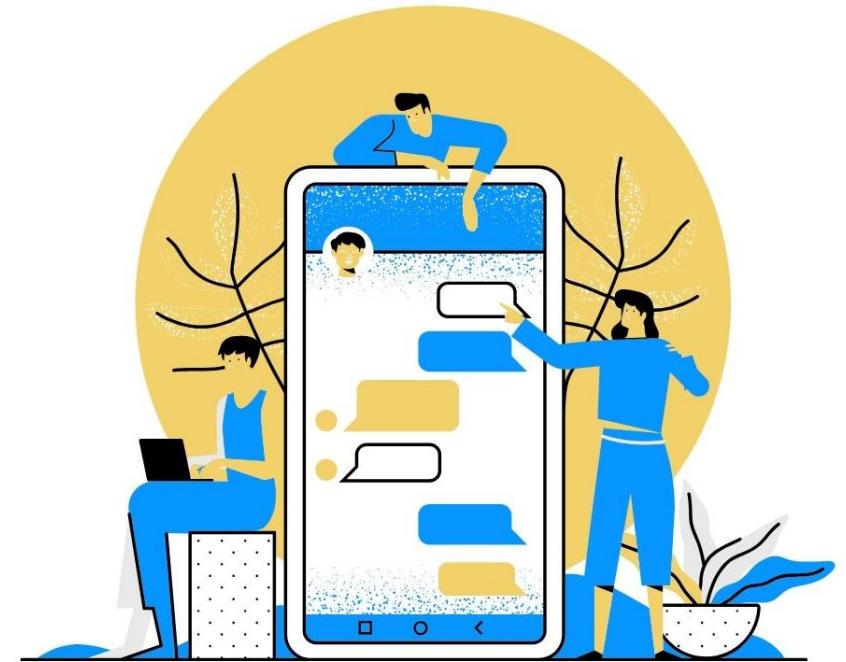
TOPIC 2

Re-evaluating what skill sets your company needs for a new start

Re-evaluating staff skill sets

Key Points:

- Update company Organisational Chart for what is required now and in the future
- Review and update your PD's – Expectations of the role
- Review the skill sets of current team
- Take the emotion out of what is required (Do your staff fit into your new structure)
- Can you re-train your staff and will they switch?
- Who do you wish to keep and grow?
- Do you need to make any positions or staff redundant?



Consulting your leaders and get expert advice

Key Points:

Consulting your leaders:

- Brainstorm business requirements with your leaders
- Seek their opinion and advice of what your business needs moving forward
- Make them part of the plan

Get expert advice to verify your decisions:

- Before decisions are made get expert advice (HR Advice)
- Seek their opinion and get them to question your decisions
- Have them support you to take the emotion out of the situation



Timing is everything

Key Points:

- Don't make quick decisions
- Keep your plan confidential until the business is ready
- Validate your decisions
- Create a plan/timeline of when and how you are going to advise your staff of your new decisions
- Think about existing staff of who you want to keep and upskill
- If there are redundancies you need a plan of action on how and when these will happen
- Link everything back to your company's Mission, Vision and Values



TOPIC 3

Re-aligning your staff around your new structure

Showcase updated business requirements

Key Points:

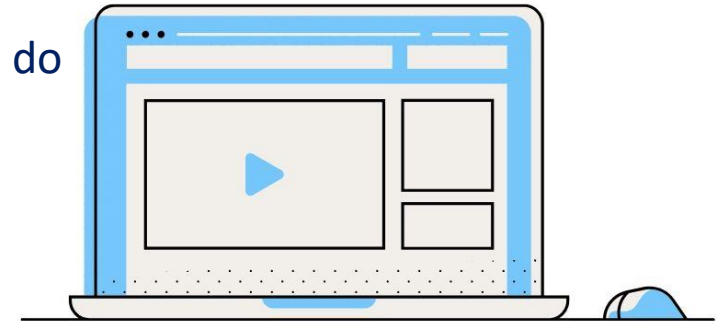
- Organise a company meeting
- Explain the peaks and troughs of the business during COVID-19
- Explain that change is required to survive (Show updated ORG Chart)
- Explain what the business needs to do moving forward to thrive
- Acknowledge the contribution of all staff, current and staff that may have been made redundant
- You need to demonstrate that you are in control of rebuilding your company – Demonstrate Strong Leadership!
- Give the team a sense of security!



One-on-One conversations

Key Points:

- Follow up each team member for certainty
- Ask them about how they are feeling about the changes
- Re-explain the reason why for change and what you need them to do moving forward
- Show them their updated PD (if required)
- Explain your expectations
- Discuss any training needs or improvements required
- Sets some goals together that is inline with your new structure and company plan
- Explain how you will check in with them to ensure they are on track (Create an Action Plan)
- Discuss how they will be reviewed in the coming 30, 60, 90 days for improvement



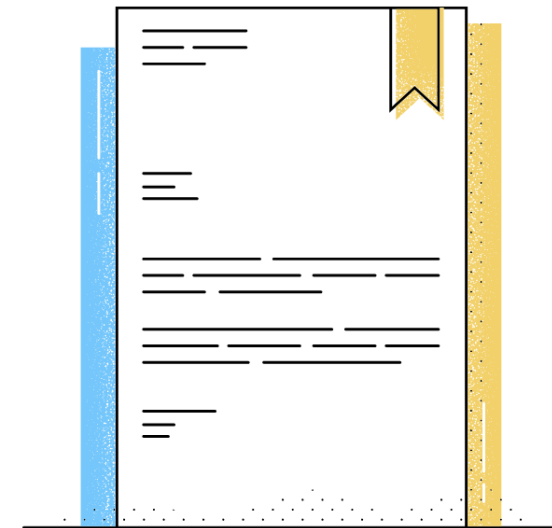
TOPIC 4

How to source new talent that can bring value to your business

Sourcing new talent for your business

Key Points: You need to be specific

- Create a Job Ad from your updated PD
- Explain the role and position you're looking for
- Be very clear on experience required
- Explain the type and timing of role (Casual, Part-Time, Full Time, 3 month/ 6 month contract etc..)
- Explain any conditions that may be required to be successful in the role I.e. Police Checks, Working with Children etc.
- Explain the start and finish times of the role and including flexibility or working from home; only if that suits the business needs
- Request a covering letter and 5 reasons why they believe they're a good fit for your business



Be clear on business requirements

Key Points:

- Skill sets and ability
- Desired behaviours
- System requirements
- Experience of the job role
- Expertise in your industry
- Proven track record
- Leadership qualities
- Adaptable and flexible
- Salary/ Package
- Start date /Business hours
- Performance expectations

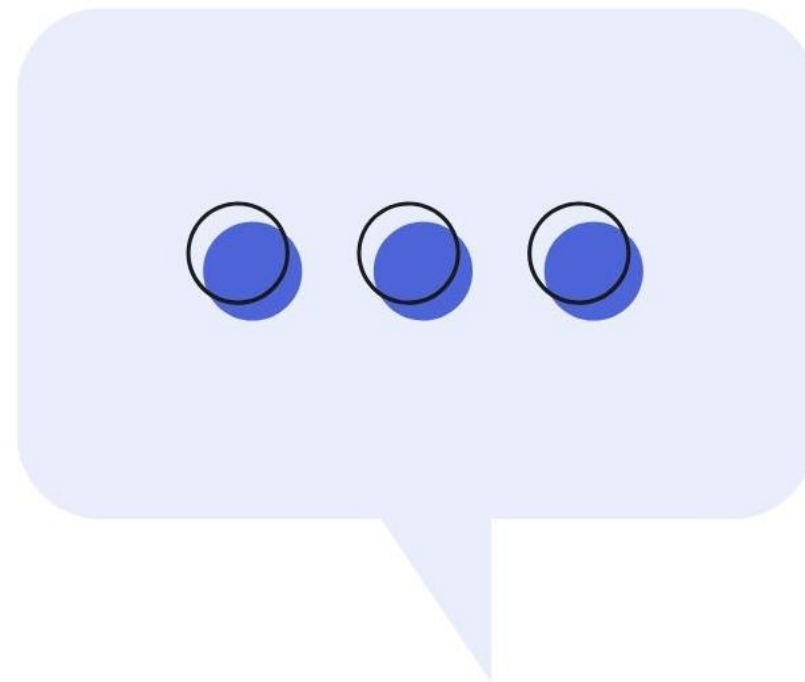


Where to advertise

Key Points:

- Your Social Media
- Friends and Family
- Through your staff
- Through your client base
- Through your alliance partners/ suppliers of your company
- Reach out to your networks
- Paid platforms such as Seek/ Indeed/ LinkedIn

Please Note: Due to COVID-19 and with so many people unemployed you will be bombarded with many people wanting a job for survival.



TOPIC 5

How to recruit for what you need to rebuild your company

Be assertive with your selection criteria

Key Points:

- Spend the time and effort on what you are looking for
- Review each covering letter (to me, no covering letter, no more time spent, no interview/ opportunity)
- Be disciplined in your approach
- Create 2 piles and narrow down your selection criteria
- Get someone else to review your preferred candidates you would like to interview
- Start preparing your approach to contact your chosen candidates
- Create an interview guide to be used for every candidate for consistency
- Be organised to find that new talent your company desires



Types of Interviews and due-diligence

Key Points:

- Conduct a phone screen
- Set up a face-to-face or Zoom 1st Interview
- Set up a face-to-face or Zoom 2nd Interview
- Select your candidate
- Conduct reference checks
- Conduct a personality profile or another assessment
- Offer the position to your No 1 choice
- Send confirmation of PD and Employment Contract
- Prepare for start date
- Prepare for a full induction
- Prepare for what is needed to work from your premises or at home!



Recruiting Staff



Recruiting staff is one of the hardest challenges for every business.
If you struggle with not having the time to recruit staff, let KBA help you!

Useful information: Returning to work after COVID-19 checklist

HR Documents & Checklists

Free HR Documents & Checklists to help you stay on track

Returning to the office after COVID-19 checklist

Download



Checklist to go through before your employees visit clients again

Download



HR Health Check

Download



<https://keyba.com.au/hr-documents-checklist/>



Any Questions?

**Call KBA on 1300 4 ADVICE
OR
EMAIL US AT
INFO@KEYBA.COM.AU**





Book a Free Chat through Calendly
with our HR Team

www.keyba.com.au



**BOOK YOUR FREE
15-MIN CHAT**



Book a Free Chat through Calendly
with Colin Wilson

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*Thank you for attending today's webinar.
Slide deck and the webinar recording will
be emailed to you!*

Next Webinar – Managing your payroll during COVID-19

Thursday 4th June, 2020

5.00pm

1. The importance of getting your payroll right during COVID-19
2. How to avoid making payroll mistakes during COVID-19
3. Your obligations around staff Wages and Superannuation
4. The most common payroll questions KBA is constantly being asked?
5. Getting your employees back on track as we all return to work!
6. Take advantage of MVCC Business Support with their Government Funding Program



Save your Spot! -

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PSA

Protect yourself and your family

Cover your cough and sneeze

- 

1 **COVER** your mouth and nose with a tissue when you cough or sneeze.
- 

2 Put your used tissue in the rubbish **BIN**.
- 

3 If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, **NOT YOUR HANDS**.
- 

4 **WASH** your hands with soap and running water. Dry your hands thoroughly with a disposable paper towel.

Stay germ free and healthy



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Call KBA on 1300 4 ADVICE for any advice or go to
www.keyba.com.au

Stay Safe!