

## Jobs Assist program – Client Information

*Your business may be eligible to the value of \$8000 from the Department of Employment, Economic Development and Innovation (DEEDI) Queensland to assist in reducing the risk of shedding jobs in your business or to create new jobs!*



The department of Employment, Economic Development and Innovation (DEEDI) have advised that a new JOBS ASSIST program will provide support to businesses with 10 or more full time employees (FTE's) within the Local Priority Employment Areas as identified by the Federal Government under the Keep Australia Working Strategy, or for businesses that are in key sectors and considered to be critical or strategic to the state, region or industry.

If you qualify for this assistance, CQHR will be able to assist your business by offering professional services delivering measurable results for your business.

Listed below is an outline of the products and services we would provide to you as clients under the Jobs Assist Program through DEEDI.

### 1.0 Stage One - \$3,000 assistance in value for your business.

As an important precursor to the project we would conduct a meeting with the management team in your business to explain the process, required outcomes, individual responsibilities and reporting requirements:

We would provide a STAR Survey Report, an independent benchmark report of your workplace, and work with you to develop an action plan and priorities for the future.

This would include:

- S – Strategy Effectiveness
- T – Team Effectiveness
- A – Actions to Retain Employees
- R – Results of Team Performance



Our process to deliver these outcomes include:

- An initial meeting to explain the process, required outcomes, individual responsibilities and reporting requirements of the Jobs Assist program.
- An extensive interview process with the Employer.
- A survey of the employees, either online or written.
- A workshop to identify the immediate priority tasks and aligning it with any existing Strategic Business Plan.
- A business Diagnostic Quick Health Check and report.

An assessment of the business taking into account it's identified strengths, weaknesses, opportunities and threats.

## 2.0 Stage Two - \$5,000 assistance in value for your business.

CQHR would help:

- Develop a management meeting process to review the implementation plan.
- Development of customised reporting systems.
- Provide external management support in the initial stages of implementation.
- Enhance management skills through conducting Training Needs Analysis of key management team members.

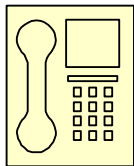
Our process to deliver these outcomes include:

- Review the STAR report and identify future direction, opportunities, obstacles and risk to growth including the development of a training needs analysis report.
- Mentoring and coaching of key staff to allow outcomes to be achieved.
- Supply of suitable templates and programs to facilitate achievement of project outcomes.
- Provide a final report to the regional Centre as required under the Jobs Assist program including results achieved.

## 3.0 FAQs

### ***Sounds great, what do I do now?***

Phone your regional Department of Employment, Economic Development and Innovation (DEEDI) centre to see if you qualify for this program.



Ask to use Glenn Sheppard from **CQHR** on 0419 286 937 and once you've been accepted onto the Jobs Assist program

.....we'll do the rest.

### ***Does DEEDI pay me and I have to pay the consultant?***

No, DEEDI pays the consultant directly. You only have to make up the shortfall, if any.

### ***I would like to know more, who do I contact?***

In the first instance simply call CQHR on 0419 286 937 and we can answer your questions and then direct you to the right people to talk to at DEEDI. If you prefer to email send your inquiry to [glenn@cqhr.com.au](mailto:glenn@cqhr.com.au).

We look forward to hearing from you.

### **Contact Phone Number – Department of Employment, Economic Development and Innovation**

Rockhampton – Eslyn Dooley	07 4938 4979 or 0403 190 649
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