



PEOPLE

TRANSFORM YOUR TEAM

The Task Timer



The Goal

To ensure you have safety standards within your business that protect your team and your customers from the harm associated with the work you do.

Money Made or Saved

By implementing the correct safety standards within your business.

#RightNextThing

Implement Workplace Health & Safety Culture

The Task

The Time

- | | |
|--|-------------------|
| <ul style="list-style-type: none"> • Do online training on MyLifestyleTradie. | <p>5 hours</p> |
| <ul style="list-style-type: none"> • Review the Safe Work Method Statements currently in place in your business and decide if you believe these are sufficient or you need additional SWMS. | <p>1+ hours</p> |
| <ul style="list-style-type: none"> • OPTIONAL: If new SWMS are required, we recommend you reach out to SafetyDocs by SafetyCulture to purchase your SWMS and update for your business. | <p>3+ hours</p> |
| <ul style="list-style-type: none"> • Download the Minor Injury Report Template (word document). | <p>15 minutes</p> |
| <ul style="list-style-type: none"> • Update the Minor Injury Report Template to suit your business. | <p>1+ hours</p> |
| <ul style="list-style-type: none"> • Download the Manage Personal Injury Flowchart PDF. | <p>15 minutes</p> |
| <ul style="list-style-type: none"> • Review the process of the Manage Personal Injury Flowchart and update to suit your business. | <p>1+ hours</p> |
| <ul style="list-style-type: none"> • Download the Motor Vehicle Accident Report form. | <p>15 minutes</p> |
| <ul style="list-style-type: none"> • Update the Motor Vehicle Accident Report form to suit your business. | <p>1+ hours</p> |
| <ul style="list-style-type: none"> • Download the Manage Vehicle/Damage Accident Flowchart. | <p>15 minutes</p> |
| <ul style="list-style-type: none"> • Download the Manage Police Attendance at Vehicle Accident Flowchart. | <p>15 minutes</p> |

<ul style="list-style-type: none"> Review the process of the Manage Vehicle/Damage Accident Flowchart and update to suit your business. 	1+ hours
<ul style="list-style-type: none"> Review the process of Manage Police Attendance at Vehicle Accident Flowchart and update to suit your business. 	1+ hours
<ul style="list-style-type: none"> Once your WHS policies and procedures have been updated, arrange a time to train your staff on the new practices. 	1 hour
<ul style="list-style-type: none"> Train your staff on the new WHS practices. 	3+ hours

The Task Timer



The Goal

To develop structure within your business for growth and success.

Money Made or Saved

By implementing an organisational chart and position descriptions within the business, structure will be achieved and the business will be in a better position to scale.

#RightNextThing

Define Winning Growth Plan

The Task

- Do online training on MyLifestyleTradie.
- Download Organisational Chart Template.
- Develop and design an Organisational Chart for your business.
- Download Position/Job Description Design Template.
- Make a list of all the roles within your business.
- Create a Position/Job Description for the first role in your business.
- Create a Position/Job Description for the next role in your business.
- Repeat the previous step until all roles in the business have a Position/Job Description.
- If the roles are existing, arrange a time to meet with each staff member and talk over the position/job description with them.
- Meet with each staff member and talk over the position/job description with them.

The Time

- 3 hours
- 15 minutes
- 3+ hours
- 15 minutes
- 1 hour
- 2+ hours
- 2+ hours
- 2+ hours
- 1 hour
- 1 hour per staff member

The Task Timer



The Goal

To define a strong culture in your business.

Money Made or Saved

By defining a strong culture in your business will guide the way people within your business generally behave and the thoughts and attitudes that your team display in every day situations.

#RightNextThing

Drive The Right Company Culture

The Task

- Do online training on MyLifestyleTradie.
- Download the Team Self-Assessment Survey.
- Arrange a time the team can meet to complete the Self-Assessment Survey.
- Conduct the meeting where the team can complete the Self-Assessment Survey.
- Download the Dr. DRiP Culture Book PDF.
- Download the Crafting Your Team Culture Workbook.
- Complete the Crafting Your Team Culture Workbook & training.
- Review the Dr. DRiP Culture Book PDF and the outcomes of the Crafting Your Team Culture Workbook & training. Based on these draft your own company Culture Book.
- Arrange for a graphic designer to design your business' Culture Book.
- Review each revision of your business' Culture Book until you are happy with the end result.
- Conduct a meeting with your team to distribute and go over your business' Culture Book.

The Time

- 4 hours
- 15 minutes
- 30 minutes
- 1 hour
- 15 minutes
- 15 minutes
- 3 hours
- 5+ hours
- 2+ hours
- 1+ hours

- Review the 7 signs of a quality culture and make a list of those that are lacking in your business.

1 hour

- Select the first sign of quality culture shortlisted and work to implement that into your business.

1+ hours

- Select the next sign of quality culture shortlisted and work to implement that into your business.

1+ hours

- Repeat the previous step until all signs on shortlist of quality culture are implemented into your business.

The Task Timer



The Goal

To find rockstars to employ for your business.

Money Made or Saved

By finding and hiring new rockstar employees, your business will make more money by completing a larger volume of work.

#RightNextThing

Attract Rockstars

The Task

- Do online training on MyLifestyleTradie.
- Write out a Position Description for the role you want to fill.
- Write out a job advertisement for the role you want to advertise.
- Script out a hiring video.
- OPTIONAL: Source a videographer to film and edit the hiring video.
- Arrange a time to record a hiring video.
- Record a hiring video to advertise.
- Edit and revise the hiring video until you are satisfied with the end result.
- Decide on where to advertise the role.
- GO LIVE with job advertisement.
- Shortlist candidates.

The Time

- 3 hours
- 1.5 hours
- 1 hour
- 1-2 hours
- 1+ hours
- 1 hour
- 2-3 hours
- 5+ hours
- 1 hour
- 1 hour
- 2 hours

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- Interview shortlisted candidates.

2+ hours

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- Offer successful candidate the position.
-

2+ hours

The Task Timer



The Goal

To ensure your newest hire is onboarded the right way, which will set them up for a long and happy employment term with your trade business.

Money Made or Saved

By ensuring staff are onboarded in the best way possible, will encourage retention of staff members, minimising staff turnover and saving you money in recruitment and training.

#RightNextThing

Master Onboarding

The Task

- Do online training on MyLifestyleTradie.
- Ensure the paperwork is prepared and ready to give to the new employee.
- Download the Employee Records Template.
- Review and update the Employee Records Template for your business.
- Download the Employee Welcome Letter template.
- Review and update the Employee Welcome Letter for your business.
- Prepare a list of tools, equipment and resources the new employee will need.
- Download the Clothing Register Template.
- Review and update the Clothing Register for your business.
- Ensure all tools, equipment and resources are ready for the new employee.
- Design how your new employee will meet the team and immediately feel the love and connection.

The Time

- 3 hours
- 2+ hours
- 15 minutes
- 2 hours
- 15 minutes
- 2 hours
- 2 hours
- 15 minutes
- 2 hours
- 2+ hours
- 2 hours

<ul style="list-style-type: none"> • Design a training schedule for the first month of employment to ensure they are onboarded effectively whilst keeping it exciting for them. 	5 hours
<ul style="list-style-type: none"> • Implement the training schedule when the new employee commences. 	Ongoing
<ul style="list-style-type: none"> • Lock in a meeting at the end of the first month to check in on the employee and provide feedback on their progress. 	1 hour
<ul style="list-style-type: none"> • Lock in a meeting at the end of the probation period to check in on the employee and provide feedback on their progress. 	1 hour

The Task Timer



The Goal

To schedule regular, productive and effective meetings with your team.

Money Made or Saved

By conducting regular, productive and effective meetings you will ensure you team have open communication and feel connected with not just your business but the team as a whole. Additionally enhanced performance can be seen by using the opportunity to monitor performance and hence hold everyone accountable.

#RightNextThing

Conduct Regular Meetings

The Task

- Do online training on MyLifestyleTradie.
- Decide on the frequency and schedule of Toolbox Meetings in your business.
- Download the Tool Box Attendance Record Template.
- Review and update the Tool Box Attendance Record for your business.
- Download the Weekly Checklist Template.
- Review and update the Weekly Checklist Template for your business.
- Download the Monday Morning Meeting Schedule template.
- Review and update the Monday Morning Meeting Schedule for your business.
- Download the Meeting Agenda template.
- Review and update the Meeting Agenda for your business.
- Prepare any supplementary materials for your toolbox meeting (consider any WHS training or sales training).

The Time

- 5 hours
- 1 hour
- 15 minutes
- 2 hours
- 1+ hours

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- Conduct the Toolbox Meeting.
-

1+ hours

- Post meeting, action any items brought up in the toolbox meeting.
-

1+ hours

- Reflect on the meeting, review and fine tune any processes you were not completely satisfied with.
-

1+ hours

The Task Timer



The Goal

To ensure your team are happy, stay productive and provide a great experience for your customers.

Money Made or Saved

By ensuring your team are happy, you are reducing turnover in staff, resulting in lowered recruitment and training costs, and providing a consistent service for your customers.

#RightNextThing

Manage and Motivate the Team

The Task

- Do online training on MyLifestyleTradie.
- Decide on the frequency and schedule of Performance Reviews in your business.
- Set SMART Goals for each of your employees.
- Review their performance and prepare for your meeting with them.
- Conduct the meeting.
- Post meeting, action any items brought up in the meeting.
- Download the The Eleven Best Techniques When Dealing with Problem Staff PDF.
- Download the First Warning Letter (word template).
- Review and update the First Warning Letter (word template) for your business.
- Download the Second Warning Letter (word template).
- Review and update the Second Warning Letter (word template) for your business.

The Time

- 6 hours
- 1 hour
- 2+ hours
- 3+ hours
- 1 hour
- 1+ hours
- 15 minutes
- 15 minutes
- 2 hours
- 15 minutes
- 2 hours

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- Download the Third Warning Letter (word template).

15 minutes

-
- Review and update the Third Warning Letter (word template) for your business.
-

2 hours

The Task Timer



The Goal

To do everything in your power to retain employees

Money Made or Saved

By doing everything in your power to retain employees you will minimise staff turnover, saving you time and money in recruitment and training.

#RightNextThing

Develop and Drive Retention

The Task

- Do online training on MyLifestyleTradie.
- Download Tricia and Randall's 10 Commandments PDF.
- Review and update Tricia and Randall's 10 Commandments for your business.
- Brainstorm different ways to provide learning and development opportunities for your employees.
- Decide on which learning and development opportunities you will implement into your business.
- Create a plan to implement these learning and development opportunities you will implement into your business.
- Action your implementation plan.
- Calculate your retention rate in your business.
- Monitor your retention rate of employees quarterly in your business.

The Time

- 2 hours
- 15 minutes
- 3 hours
- 2 hours
- 1 hour
- 2+ hours
- 2+ hours
- 1 hour
- Ongoing

The Task Timer



The Goal

To continue to challenge your best performers to ensure they stick with you for the long haul.

Money Made or Saved

By ensuring you continue to challenge your best performers, they will not get bored and hence continue to perform for your business and your customers.

#RightNextThing

Optimise & Elevate Rockstars

The Task

- Do online training on MyLifestyleTradie.
- Consider the opportunity to implement incentives into your business and brainstorm possible options for incentives.
- Decide on which incentive opportunities you want to implement into your business.
- Structure the incentive opportunities and systemise them in your business.
- Set up tracking of KPIs and reporting to ensure conditions for incentives can be tracked if are met.
- Communicate the new incentive team to employees and answer any questions they may have.
- Go LIVE with your new incentive opportunity.
- Review and fine tune the process in your business.

The Time

- 1 hour
- 2 hours
- 1 hour
- 3+ hours
- 1+ hours
- 1+ hours
- Ongoing