



PA ON THE WAY



Meet One of Our Consultants



Welcome to 2009

Welcome to a brand New Year and new opportunities. Have a look at the opportunities that are before your eyes that you may not really know exist. Let it be known what you are looking for and it will come to you.

So what is happening this year at PA on the Way? There are some exciting things that will occur in the next month and then throughout the year. Watch the newsletters to see them as they come through.

- New office opening in North Sydney
- New services to offer
- Networking functions in North Ryde
- Erin O'Connell has joined our team

As I mentioned in our December newsletter, we have moved our office to North Sydney from the home office base where we have been working for the past 3 years. This will allow us to provide you, our clients and our potential clients, with more services. It will also enable us to become more involved with our clients and their businesses. As service is essential to business, we pride ourselves on our service and making a difference to the businesses we support. We will be having an official opening of the office in March so watch the newsletter for your invitation. [Click here to read the extra services we will now be](#)

Louise is a HR Professional with a strong focus on customer service. Holding a Bachelor Degree in Business (Human Resource and Industrial Relations Management) with ten years experience in the field, gives her the expertise to assist you in any HR support you require to help your business run smoothly. Outsourcing your HR work will free your time enabling you to focus on the strategic side of your business and increasing organisational performance. Louise has the skills and adaptability to assist in many areas of HR-

- recruitment and selection
- writing policies and procedures to suit the needs of the organisation
- developing and

[offering.](#)

Some of you who know me well are aware that I love networking. What is networking to me? Well for me it is about meeting new people, learning about what they do and how they may be able to help our clients and the people I know. During 2008 it becomes very apparent to me that networking is an essential part of doing business.

Most people give up on the networking before the fruit of the networking process has ripened. Networking is a long process and results are not forth coming for quite some time. At times it can take up to 12 to 18 months for these relationships to ripen and the need for your services to become apparent to these contacts.

With that in mind and being aware that there really are not a lot of networking opportunities outside the Chambers of Commerce in the North Ryde and surrounding areas, we have joined forces with the Stamford Grand Hotel to launch a networking function with a twist. The twist to our networking functions is to support a charity of choice each month. After thinking about this goal we decided to bring it back to 4 charities to support and rotate them throughout the year.

Why do this I hear you ask? Well we decided that it was a great way to give back to our communities and support others that may not be as lucky as we are. The first charity we have chosen is one close to my heart which relates to Mothers and Babies. For those mothers out there who suffer from Post Natal Depression (PND). Did you know that there is one facility for mothers who suffer from PND and their babies which is located in St John of God Hospital at Burwood? For those of you who do know my story this charity does not come as a surprise to you. For those of you who do not know my story I will provide a little back ground so you can understand where I am coming from. [Click here to read my story](#)

If you would like to donate either your services or a prize to be raffled which will raise funds for the simple things this unit requires it would be very much appreciated. I will spend the next few weeks out there looking for prizes, donations and alliance partners to help us with this part of the Networking function.

On another note, I want to share something with you that happened last year. I know I spoke briefly last year about backing up your computer and how important it is. Well here is what happened to me just a

conducting exit interviews

- HR reporting on statistics such as demographics and turnover
- writing letters of offer, performance management letters, and much more

Outsourcing basic human resource services can be the key to achieving a more influential and strategic role for your HR function. If you are interested in spending your time on growing your business and need someone else to focus on your HR administrative and co-ordination obligations, see what Louise can provide for you.

Our Networking Function

PA on the Way and Stamford Grand Hotel

presents

Date: To be finalised
February, 2009
Time: 5.30pm to 7.30pm
Venue: Stamford Grand
Hotel
Cnr Herring &
Epping Road
North Ryde

Ticket Price: To be advised

Other Networking Funtions

**Ryde Business Forum
2nd February, 2009**
Parramatta Chamber of
Commerce
3rd February, 2009

General Key Board Short Cuts

ALT+ ESC = Cycle

week out from Christmas. [Click here to read more....](#)

Please contact me on sarah@paontheway.com.au to discuss your requirements. We look forward to supporting you and your business.

Best wishes

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Tips from Louise for HR Support

1. **Know how to read a resume** - If you can read between the lines of a resume, and ask the right questions, a job application can tell you more about a person than you think. Look for gaps in employment, who their references are, and try and fill out the blanks on an application form by asking questions - they could have something to hide.

2. **Invest in Human Capital** - Employees who receive extensive training are the most successful and are the keystone of a successful future with the business. Remember, it's an investment - NOT AN EXPENSE!

3. **Have a strong induction process in place** - A good induction is vital for employees and very important to the business. Induction should be a compulsory process for every new employee and existing staff when they move into a new job role. Remember, you have a duty as an employer to ensure all new members of our organisation are given the best possible support and assistance in adapting to their new job.

4. **Offer incentives and rewards** - Just as you make special offers to external customer to let them know how much you value them, offer your internal customers incentives and reward to show you value them. Almost everyone seeks some type of reward or gratitude towards a work effort. It could be something as simple as a gift voucher or movie tickets if you are mindful of budgetary constraints. It's easy to see the drastic differences between the behaviour of those who are rewarded and those who have been overlooked.

through items in the order that they have been opened
ALT + TAB = Switch between the open items
F6 Key = Cycle through the screen elements in a window or on the desktop
F4 Key = Display the Address bar list in My Computer or Windows Explorer
Shift + F10 = display the shortcut menu for the selected item

Making choices is your greatest power

While your character is formed by your circumstances, your desires can shape those circumstances. The one thing over which you have absolute control is your own thoughts. It is this that puts you in a position to control your own destiny.

Nature is constantly at work around you.

Character and destiny are her handiwork. She gives you love and hate, jealousy and reverence.

You have the power to choose which impulse you follow.

At any time you can decide to alter the course of your life. No one can ever take that away from you. You can do what you want to do and be who you want to be.

Your greatest power is the power to choose.

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Max Steingart

Haven't done a business plan?

[By Megan Tough](#)

A Business Plan is essential to any business. It is your roadmap to success. If you do not know how to do it yourself then find someone you can work with to build it and give their opinion.

Do you want to read more? [Click here](#)

Megan Tough is director of [complete potential](#), a leadership and HR consultancy based in Sydney, Australia.

At [complete potential](#) we understand people - what engages them, what encourages them to perform, and what drives them away. With over 20 years experience working on HR issues in business, our job is to help you make the most of your investment in people. To learn more visit www.completepotential.com

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