

HR TOOL KIT for Small Business

The HR TOOL KIT provides practical, basic tools that can help small business owners take beginning steps towards implementing quality human resource (HR) management practices that will help their businesses increase productivity and profitability. This increase in business performance should prove to be a boost to job creation across rural Canada.

Developed and Tested with 45 Agent Organizations and 100 Small Businesses Across Canada

The HR TOOL KIT was developed during a three-year National HR Pilot Project, coordinated by the Restigouche CBDC (NB). 45 community organizations and 100 small businesses participated in testing the kit, across ten Canadian provinces and two territories.

Designed for an "Agent"

- **Proposes a "One-On-One Approach"** featuring an Agent from a community organization wanting to help a business improve the management of its human resources

Over 100 HR Tools and Templates

- **Easy** to understand and use
- **Practical** - Designed to be used in a small business setting
- **Flexible** - Offers two options: the **Quick Process** and the **Complete Process**

"Most SMEs that I work with will require some aspect of HR management and this project has given me a better respect for its importance and how I stress it to them. It has also given me the tools to help!"

Agent from the Northwest Territories

Improved Business Results

Between 2007 to 2009, the 100 participating businesses reported impressive results while testing the HR TOOL KIT:

- **Absenteeism Rate:** 45 % lower than the Canadian Average
- **Turnover Rate:** decreased by 14 %
- **Return on Investment:** \$ 25,639, on average, per employee

"We have taken many steps over the last two years and we will always have room for improvement. We would not be where we are today if it wasn't for this program. Two years ago we were ready to close our business."

Business Owner from Newfoundland and Labrador



For more information about the HR TOOL KIT For Small Business, please contact:

Restigouche CBDC

41 Water Street, Campbellton, NB E3N 1A6
Tel. : 1-506-753-3344 / 1-888-351-3344 Fax. : 1-506-753-7131
HRnationalRH@cbdc.ca • www.restigouchebdc.ca