



EPTON
CONNECTIONS

Services Guide

Practical, people-first HR for small businesses, not-for-profits and community organisations.





Hi, I'm Ashleigh.

I'm a People and Culture professional and the founder of Epton Connections. I work with small to medium businesses, not-for-profits and community organisations on the people side of running things: practical HR foundations, and the capability, culture and leadership that come next.

I'll meet you where you are, whether you're building your first HR foundations or strengthening your leaders for the next stage of growth. My aim is to make your people decisions feel lighter, clearer and easier.

About me

- Master of Applied Business
- Currently completing a PhD on capability and organisational development
- Experience across small to medium businesses, not-for-profits and community organisations

How to use this guide

The pages that follow set out every service, what's included, who it suits and indicative pricing, so you can plan and budget before we talk. If you're not sure where to start, that's completely normal. We'll work it out together.

Two kinds of help.

Most organisations start with People HR, the everyday foundations.

Growth is for when you're ready to build your leaders, your culture and your team.



People HR

Practical support that builds confidence, clarity and compliance.

- HR advice and people support
- Employee relations and compliance
- Workforce planning and role design
- Governance and people documentation
- Recruitment and onboarding
- Fractional people partner



Growth

Capability, culture and leadership development for organisations ready for their next stage.

- Leadership and capability development
- Culture, engagement and employee experience
- Team facilitation and strategy days
- Coaching for founders and business leaders
- Organisational capability and change
- Learning and development design

Every engagement starts with a free 30-minute conversation. After it, you'll get a clear, written proposal with the scope, timing and price, before anything begins.

HR advice and people support

Practical, on-call HR guidance for everyday people challenges: clarity and confidence when you're handling performance conversations, team dynamics, workplace behaviour concerns or general HR questions.

What's included

- Case-by-case HR advice
- Support with performance conversations
- Guidance on workplace behaviour issues
- Documentation and communication support
- Risk-aware decision-making

Who it's for

Small to medium businesses, not-for-profits and community organisations that need reliable, approachable HR expertise without a full HR department.

Indicative pricing

From \$250 a session, or packaged support from \$900 a month

Employee relations and compliance

Clear, risk-aware support with employee relations, Fair Work compliance, workplace investigations and the essential documents, so you can handle sensitive matters with confidence and care.

What's included

- Policy review and development
- Support with Fair Work requirements
- Workplace investigations
- Documentation and communication guidance
- Risk and compliance advice

Who it's for

Organisations that want structured, compliant processes, and support when a people matter gets complex or sensitive.

Indicative pricing

Packages typically \$1,200 to \$3,500, depending on scope and complexity

Workforce planning and role design

Clarity about structure, responsibilities and future workforce needs. I help you design roles that support growth, reduce overlap and line the team up behind the same goals.

What's included

- Role design and refinement
- Workforce planning
- Capability mapping
- Organisational structure review
- Position description development

Who it's for

Growing organisations that need a clearer structure, or are preparing for the people they'll need next.

Indicative pricing

From \$850 for a single role; multi-role or full workforce planning priced by scope

Governance and people documentation

Creating and refining the people documents that keep your organisation clear, compliant and consistent.

What's included

- Policy development
- Employee handbooks
- Onboarding materials
- Process documentation
- Compliance alignment

Who it's for

Organisations that need clear, consistent and compliant documentation behind their people and operations.

Indicative pricing

From \$450 a document; full handbook packages from \$1,800

Recruitment and onboarding

Practical help with scoping the role, advertising, shortlisting, interviewing and welcoming new people, so you attract the right person and set them up well.

What's included

- Role scoping and position descriptions
- Writing the job ad
- Shortlisting and screening
- Interview support
- Onboarding planning

Who it's for

Organisations that want structured, supportive recruitment without agency fees.

Indicative pricing

Packages typically \$1,200 to \$3,000, depending on the role and level

Fractional people partner

Ongoing HR partnership for organisations that need professional HR expertise without hiring in-house: consistent support, strategic guidance and practical HR delivery, month to month.

What's included

- Monthly HR support
- Advisory and coaching
- Policy and process development
- Recruitment and onboarding support
- Culture and engagement guidance

Who it's for

Small to medium organisations that want reliable HR support at a fraction of the cost of a full-time hire.

Indicative pricing

Packages typically \$1,500 to \$4,500 a month, depending on hours and scope

Leadership and capability development

Workshops, coaching and capability building that help leaders grow with confidence, clarity and connection, and strengthen the long-term health of the organisation.

What's included

- Leadership coaching
- Skills development
- Capability workshops
- Strengths-based frameworks
- Practical tools and resources

Who it's for

Emerging and established leaders who want to grow their capability and confidence.

Indicative pricing

Workshops from \$1,200; coaching packages from \$650

Culture, engagement and employee experience

Support to build a healthy, sustainable workplace culture that attracts and keeps good people: understanding the culture you have, and deliberately shaping the experience you want.

What's included

- Culture assessment
- Values and behaviours development
- Engagement planning
- Action planning
- Employee experience mapping

Who it's for

Organisations that want to strengthen culture, lift engagement or steer through a period of change.

Indicative pricing

Packages typically \$2,000 to \$6,000, depending on scope

Team facilitation and strategy days

Structured, people-centred facilitation that helps a team align, plan and work together well, with the space for clarity, connection and a shared direction.

What's included

- Strategy day design and facilitation
- Collaboration and communication sessions
- Team alignment workshops
- Action planning
- Follow-up support

Who it's for

Teams that need clarity, alignment or a reset before their next goals.

Indicative pricing

Half day from \$1,200; full day from \$2,200

Coaching for founders and business leaders

Targeted one-to-one coaching to help founders and leaders make confident decisions, navigate growth and build capability, with clarity, accountability and strategic support.

What's included

- One-to-one coaching
- Goal setting and planning
- Capability development
- Decision-making support
- Tools and frameworks

Who it's for

Entrepreneurs, founders and leaders who want clarity, confidence and a strategic direction.

Indicative pricing

Packages from \$650 to \$1,800, depending on duration

Organisational capability and change

Guidance through change, growth, restructuring or a capability uplift, so you can work through the complexity with clarity and care.

What's included

- Change planning
- Capability uplift
- Communication support
- Stakeholder engagement
- Implementation guidance

Who it's for

Organisations going through growth, restructuring or capability development.

Indicative pricing

Project-based, from \$3,000 depending on scope

Learning and development design

Custom learning experiences, training programs and capability frameworks, built around what your organisation actually needs.

What's included

- Program design
- Workshop creation
- Capability frameworks
- Learning resources
- Evaluation and refinement

Who it's for

Organisations that want tailored learning that builds capability and confidence.

Indicative pricing

From \$1,200 to design a single workshop; full programs priced by scope

How working together goes.

Five steps, and the first one is a free conversation.



01

A first conversation

We explore your goals, challenges, context and priorities, so I understand what's happening and what support will make the most difference.



02

A clear proposal

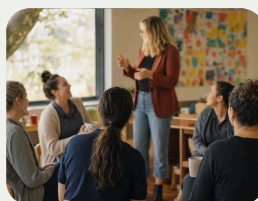
You receive a structured proposal setting out the recommended services, scope, timeframe and price.



03

Getting started

We confirm the scope, set expectations and begin. That might include onboarding sessions, sharing documents or check-ins with your leaders.



04

The work, with regular check-ins

I deliver the agreed services, with regular communication and touchpoints to keep us aligned.



05

Wrap-up and next steps

I close out with a summary, recommendations and, if it suits you, options for ongoing support.



What guides my work.

People first

Organisations thrive when people feel supported, respected and understood. My work centres on clarity, care and human connection.

Warmth and partnership

I meet you where you are, without judgement, pressure or jargon. I work alongside you, not above you.

Community and connection

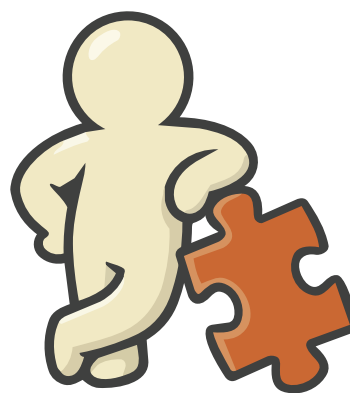
I believe in strengthening the communities we live and work in, and my partnerships reflect a commitment to local impact and shared success.

Practicality and clarity

I cut through complexity with grounded, actionable guidance, so your people decisions feel lighter, clearer and easier.

Growth with purpose

I help organisations grow intentionally, sustainably and in line with their values. Capability, culture and leadership are built step by step.



Your next step.

You don't need to have all the answers yet. Book a free 30-minute conversation and we'll work out the right level of support together.

eptonconnections.com.au/book · 0410 084 811



Scan to book



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ABN 55 255 056 128 · Prices are indicative only. Your written proposal confirms the scope and price before any work begins.