



**COLETTE STRATEGIC  
SOLUTIONS**

# Human Resources Services

**BOOK A FREE 30 MINUTE CONSULTATION**

Prices listed are valid as of 1 September 2025. Subject to change without prior notice.



[www.colettesolutions.com](http://www.colettesolutions.com)



077 370 6310



[info@colettesolutions.com](mailto:info@colettesolutions.com)



\*Prices exclude VAT\*

SERVICE TYPE	MICRO & SMALL	MEDIUM
HR Consultant	R450 per hour	Request a quotation
Snr. HR Consultant	R850 per hour *capped at 2 hours per month*	
Disciplinary Hearing (4-6 Hours)	R2 000	
Disciplinary Hearing (6-8 Hours)	R3 000	
Drafting Contracts	R850	
Drafting Policies & Procedures (limited to 3 pages, thereafter, R50-00 per page will be charged)	R850	
Drafting Job Descriptions	R500	



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# Human Resources Retainer Packages

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# Included in packages

- A minimum commitment of 6 months is required for all retainer agreements.
- Retainer fees are payable in advance.

Monthly HR Retainer Packages refer to an ongoing, on-demand support arrangement where a business has direct access to experienced HR consultants for a fixed number of hours each month. This service is designed to give small to mid-sized businesses flexible, expert-level HR support without needing a full-time internal HR team.

Retainer packages include 2x travel to sites p.m., within 15km of the CSS office. Thereafter, AA rates will be charged.



- ✓ **HR Expert On-Call:** You can reach out via email, phone, or virtual meetings to ask questions or get advice on any people-related issues.
- ✓ **Issue Resolution Support:** Guidance on handling disciplinary actions, employee grievances, performance issues, or workplace disputes. Drafting warnings, disciplinary notices, and performance plans
- ✓ **Manager Coaching:** Quick support for line managers who need help with performance management conversations, difficult staff situations, or people development.
- ✓ **Compliance Assistance:** Advice to ensure your HR practices align with labour laws (e.g. BCEA, LRA, EEA in South Africa). HR and Compliance Audit. (Drafting of a new employee contract, policies and procedures are excluded and can be added at an additional cost. Please see add-ons)
- ✓ **Document Review & Guidance:** Input on letters, contracts, policies, job descriptions, and HR templates.
- ✓ **Strategic Input (Lite):** Early-stage input on hiring plans, culture initiatives, or team structure questions.
- ✓ **Recruitment & Onboarding Support:** Drafting job descriptions and adverts. Interview support or shortlisting guidance. Includes onboarding checklists and templates.
- ✓ **Payroll Support:** Basic advice on payroll input, leave tracking.
- ✓ **Basic HR Administration:** Basic employee record management
- ✓ **Training and Development:** Identification of skills gaps and drafting of the development plan for employees. (Training and workshops are excluded)

*Sign up for a 12-month contract and receive the 13th month for free.*

# Micro & Small Businesses

Micro → 1-10 Employees  
Small → 11-50 Employees

\*Prices exclude VAT

PACKAGE	ON-SITE HOURS	REMOTE HOURS	MONTHLY RETAINER	FREE SERVICES INCLUDED
Standard	4 hours	6 hours	R2 800	-
Premium	6 hours	8 hours	R3 800	1 Enneagram Assessment + 90 min Feedback session and a Thinking Session
Deluxe	8 hours	10 hours	R4 800	2 Enneagram Assessments + 90 min feedback session and a Thinking Session
VIP	10 hours	12 hours	R5 800	3 Enneagram Assessments+ 90 min feedback session, Thinking Session & Business Canvas

## Medium Businesses

Medium → 51-250 Employees

Request a quotation for Standard, Premium, Deluxe and VIP Packages

# Optional Add-Ons

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