

DESERT WAVE ENTERPRISES

ABN 61763021714



Helping You Succeed:
Our Capabilities

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Supporting you when ...

You need to review, improve or establish your business communication processes

Your corporate image suffers if your communication media aren't up to expectations.

How we help:

1. Preparation of templates/masters for standard email, letters, reports, fliers, forms and other business documents
2. Proofreading, review or upgrading of existing documents
3. Writing or providing content for newsletters, ezines or Internet sites
4. Writing press releases
5. Establishing third-party email autoresponder systems for processing online forms, customer contacts, registrations etc
(We recommend [AWeber](#))
6. Provision, installation and setup of Group Mail email management software. This is PC-based and allows organisations to subscribe and unsubscribe customers and email newsletters or other messages cost-effectively and efficiently in text or HTML formats
(We use and recommend [Group Mail Pro](#))
7. Development of a corporate communication strategy and documentation of standard operating procedures for communication

Note: Where applicable, documents and procedures comply with the Spam and Privacy Acts (Commonwealth of Australia)

Supporting you when ...

You need in-house Human Resources support at your fingertips

When you don't have in-house expertise or simply need short-term or *ad hoc* support.

How we help:

1. We will do as much or as little of your recruitment and selection process as you need eg, scribing at interviews and reporting to delegates or writing recruitment adverts
2. Facilitating meetings or training activities eg, to develop plans, inform staff about new procedures or to cover specific topics
3. Review, assess and report on policies and procedures, or HR Management systems
4. Source training providers or training products to ensure you get value for money
5. Conduct training needs assessments or skills audits
6. Manage human resources or other management projects
7. Undertake professional research and prepare reports of findings
8. Assess human resources proposals received or review and assess proposals being submitted in response to Request for Expressions of Interest, Tender, Proposal etc

Why you should choose us ...

You need support that is cost-effective, professionally qualified and experienced

About Desert Wave Enterprises

[Desert Wave Enterprises](#) commenced in 1998 (previously Desert Wave Publishing) and is a successful online marketing organisation providing online products and software applications services.

Consulting commenced in 2003 when Hanson Training Services (HTS - now wound up) hired Robin to write funding proposals and other corporate documents. Robin worked part time for HTS until mid-2005.

About Robin Henry

Robin has a background as a business and computing teacher (TAFE Queensland and Higher Colleges of Technology, UAE). He worked for the Australian

Government's Aboriginal and Torres Strait Islander Commission and successor agencies from 1991 until 2005. Throughout that period he was Northern Territory Staff Development and Training Manager and an HR specialist working primarily from the Central Australian office.

His roles included most of the activities detailed in this capability statement.

In addition, he worked for a number of years with ATSIC's Regional Councils training councillors and support staff. He was responsible for implementing Regional Planning training within 10 of the 11 Regional Councils in the Northern Territory and later facilitated several to develop their Regional plans.

Why you should choose us ... (Cont)

You need support that is cost-effective, professionally qualified and experienced

Between mid-2005 and mid-2008 he completed a teaching contract with the United Arab Emirates Government.

Robin's tertiary achievements include:

1. Master of Education (Educational Technology) specialising in Multimedia and Online Learning
2. Bachelor of Business (HRD) specialising in Human Resources and Development
3. Bachelor of Education specialising in Administration and Communication
4. Diploma of Teaching (TAFE) specialising in Adult Education

Robin works from his home office at Alice Springs, Central Australia and is available to meet your outsourcing needs online or offline.

Benefits of choosing DWAVE

Unlike other consultants who have one daily or hourly rate we have three separate rates that reflect the varying levels of expertise required at different work stages. **You can save money.**

We put our performance on the line with our 100% job satisfaction guarantee.

If at any time within, or up to seven days of completion of a contract you are not satisfied with the quality of the work and we have not been able to negotiate an agreeable alternative, we will refund 100% of labour costs.

Contact us today ...

Don't wait, tomorrow may be too late!

You can contact Robin in any of the following ways:

Mobile phone: +61 404184474

Telephone: +61 8 89520786

Fax: +61 8 8121 6178

Email: robin@dwave.com.au

To request a Schedule of Fees, please visit the consulting page of our site [here](#) and complete the online form. The schedule will be sent to you by autoresponder.



Robin Henry, Director

Our Business Sites:

[Desert Wave Enterprises](#) - [Paypal Australia](#)

[All About Jobs Blog](#) - [Employment One](#)