

## HR Department of One: Strategies for Success

<b>Intended Audience</b>	Mid-Level	<b>Delivery Option</b>	<ul style="list-style-type: none"> <li>• Blended (1-Day In-Person plus 2 Virtual Sessions)</li> <li>• 5-Week Virtual</li> </ul>
<b>HR Competencies</b>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Analytical Aptitude</li> <li>• HR Expertise (HR Knowledge)</li> </ul>	<b>Recertification*</b>	SHRM: 10 PDCs

### Program Overview

Heading an HR department of one (HR DOO) is a daunting task. Time is short, resources are limited, and constantly shifting priorities can be a major issue. In this 10-hour, hands-on program, you will join other HR DOOs to learn to analyze and enhance the HR practices in your organization through a series of topic-based conversations and activities focused on themes particularly relevant to HR DOOs. Using a three-step framework (Assess, Build, Map), you will be able to measure your current practices, build a set of realistic best practices and map those practices to what is achievable in your organization.

### Program Objectives

This program is designed to provide you with the knowledge and skills necessary to:

- Use a three-step framework to create a realistic plan for analyzing and elevating HR in your organization.
- Define talent acquisition strategies that attract more quality candidates.
- Identify employee development and engagement strategies that impact employee retention.
- Assess your organizational culture and determine the role HR plays in maintaining and shaping it.
- Determine the balance between strategy and operations in your approach to HR.
- Develop communication strategies for building effective relationships with business leaders.

### Program Modules

This program includes the following modules:

- Module 1: Introduction
  - Program overview
- Module 2: Embracing Your Journey as a DOO
  - About you
  - The story of DOOs
  - HR DOO roles
  - Course framework
- Module 3: Targeting the Right Talent
  - Assess: Evaluate your talent acquisition approach
  - Build: Determine best practices for DOOs
    - The hiring landscape
    - Building a persona

\*Visit <https://www.shrm.org/credentials/certification/recertification> for the most up-to-date recertification credit details.

- Skills-based job descriptions
    - Candidate experience
    - Employment branding
    - Group interviews
    - Compensation strategies
  - Map: Plan strategies for talent acquisition at your organization
- Module 4: Employing Strategies for Retention
  - Assess: Evaluate your strategies for retention
  - Build: Develop best practices for DOOs
    - Employee development trends
    - Employee development best practices for DOOs
    - Employee engagement trends
    - Employee engagement best practices for DOOs
    - Resources for staying current
  - Map: Plan strategies for retention at your organization
- Module 5: Shaping Positive Culture
  - Assess: Evaluate your organizational culture
  - Build: Develop best practices for DOOs
    - Factors that shape organizational culture
    - Organizational culture trends
    - Maintaining cultural standards
    - Compliance and risk mitigation
    - Shaping positive culture
    - Organizational culture best practices for DOOs
    - Resources for staying current
  - Map: Plan strategies for shaping organizational culture at your organization
- Module 6: Balancing Strategy and Operations
  - Assess: Evaluate your strategy and operations
  - Build: Develop best practices for DOOs
    - Prioritizing your work
    - Setting boundaries and preventing burnout
    - Outsourcing
    - Time management tools
    - HR ROI
    - Know the business
    - Strategy and operations best practices for DOOs
    - Resources for staying current
  - Map: Plan strategies for balancing strategy and operations at your organization
- Module 7: Communicating with Impact
  - Assess: Evaluate your HR DOO communication style
  - Build: Develop best practices for DOOs
    - From solo practitioner to CHRO
    - Paradigm shift in perception
    - Speaking HR
    - Measuring impact
    - Building alliances and gaining support

- Resources for staying current
  - Map: Plan strategies for communicating with impact at your organization
- Module 8: Conclusion
  - Growing as an HR DOO
  - Reflection activity and next steps