

HR Department of One: Strategies for Success

Intended Audience	Mid-Level	Delivery Option	<ul style="list-style-type: none">• 1-Day In-Person• 4-Week Virtual
HR Competencies	<ul style="list-style-type: none">• Communication• Critical Evaluation• HR Expertise (HR Knowledge)	Recertification*	SHRM: 10.5 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. HR DOOs are expected to think strategically, manage the full spectrum of HR responsibilities, and serve an entire organization, all while keeping up-to-date on everchanging regulations in the employment law landscape.

So, how do you elevate HR as a solo practitioner? How can you balance strategy and operations? How do you best demonstrate the value that HR brings to your organization? Join other HR DOOs in this 10-hour interactive learning program designed to help you analyze and enhance the HR practices in your organization. The program uses a three-step framework (Assess, Build, Map) and hands-on exercises to help you measure your current practices, build a set of realistic best practices, and map those practices to what is achievable in your organization.

Join fellow HR DOOs and your expert instructor during a series of topic-based, in-depth conversations and activities focused on four distinct themes relevant to HR DOOs: Employing Strategies for Retention (including Talent Acquisition, Workforce Development, and Employee Engagement), Shaping Positive Culture, Balancing Strategy and Operations, and Communicating with Impact. Grow your HR DOO toolbox as you leave with practical tools and techniques that will help you grow your skills and meet the challenging needs of your organization.

Program Objectives

How You Will Benefit:

- Use the framework of assess, build, map 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 culture
- Determine the balance between strategy and operations in your approach to HR
- Describe communication strategies for building effective relationships with business leaders



*Visit shrm.org/seminars for the most up-to-date recertification credit details.

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: Your Talent Acquisition Approach
 - Build best practices for DOOs:
 - The hiring landscape
 - Building a persona
 - 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: Your strategies for retention
 - Build 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: Your organizational culture
 - Build 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: Your strategy and operations
 - Build best practices for DOOs:
 - Prioritizing your work
 - Setting boundaries and preventing burnout
 - Outsourcing
 - Time management tools
 - HR ROI



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- 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: Your HR DOO communication style
 - Build 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