

HR Department of One: Strategies for Success

Intended Audience	Mid-Level	Delivery Option	<ul style="list-style-type: none"> • In-Person • Live Online
HR Competencies	<ul style="list-style-type: none"> • Communication • Analytical Aptitude • 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. In this 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
 - 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