

Boost Small Business HR: Discover Solutions to your Challenges

Intended Audience	HR Accountables	Delivery Options	• Virtual
HR Competencies	<ul style="list-style-type: none">• Relationship Management• Critical Evaluation• HR Expertise	Recertification*	6.0 PDCs

Program Overview –

As a small business owner, you have countless priorities competing with HR. Now more than ever, it is critical for you to reduce risk, understand compliance, retain your employees, and position yourself for growth. This interactive, solution-based program will take you through a series of common scenarios you face across key HR topics including hiring, performance, retaining, communication, balancing and separating. Collaborate with your peers and HR expert instructor to navigate what and how you should handle these challenges. The ultimate goal is to provide you with actionable solutions to help reduce your risk as a small business owner in areas related to HR.

Program Goals

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

- Understand the strategic convergence of business operations and HR
- Define the HR challenges facing small business owners
- Collaborate with peers to establish HR solutions for small businesses
- Explore critical compliance issues to mitigate risk and proceed with confidence
- Learn solutions to common HR obstacles



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Program Modules

This program includes the following modules:

- Module 1: Introduction
 - What is SHRM?
 - Ground Rules and Expectations
 - Legend
 - Program Goals
 - Ice Breaker
 - Agenda
 - Course Flow
- Module 2: Hiring
 - Targeting Talent
 - Collaboration and Networking
 - Selection Process
 - Compliance Meets Hiring
 - Hiring Scenario, Discussion and Application
- Module 3: Retaining
 - Employee Engagement Solutions
 - Onboarding
 - Compliance Meets Retaining
 - Retaining Scenario, Discussion and Application
- Module 4: Communicating
 - Empowering Team Members
 - Inclusive Communication
 - Communication Styles
 - Storytelling
 - Communication Scenario, Discussion and Application
- Module 5: Performing
 - Performance Management Poll and Discussion
 - Feedback Solutions
 - Performance Management Plans
 - Performing Scenario, Discussion and Application
- Module 6: Separating
 - Voluntary Termination and Compliance Considerations
 - Involuntary Termination Compliance Considerations
 - Separating Scenario, Discussion and Application
- Module 7: Balancing
 - Time Management Techniques
 - Outsourcing Options – What Critical HR Areas Should you Consider Outsourcing?
 - Balancing Scenario, Discussion and Application



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- Module 8: Conclusion
 - Program Objectives
 - Your Next Steps and How to Keep Growing
 - Program Follow-Up



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