

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. In this 10-hour, hands-on learning program, you will join other HR DOOs to learn to analyze and enhance the HR practices in your organization. You will discover a three-step framework (Assess, Build, Map) 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. You will learn from an expert instructor during a series of topic-based conversations and activities focused on themes particularly relevant to HR DOOs.

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

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



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- 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
 - 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