HR Department of One: Strategies for Success

Intended Audience
Mid-Level

HR Competencies
• Communication
• Critical Evaluation
• HR Expertise (HR Knowledge)

Delivery Option
• 1-Day In-Person
• 4-Week Virtual

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
  o Program overview
• Module 2: Embracing Your Journey as a DOO
  o About you
  o The story of DOOs
  o HR DOO roles
  o Course framework
• Module 3: Targeting the Right Talent
  o Assess: Your Talent Acquisition Approach
  o 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
  o Map: Plan strategies for talent acquisition at your organization
• Module 4: Employing Strategies for Retention
  o Assess: Your strategies for retention
  o 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
  o Map: Plan strategies for retention at your organization
• Module 5: Shaping Positive Culture
  o Assess: Your organizational culture
  o 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
  o Map: Plan strategies for shaping organizational culture at your organization
• Module 6: Balancing Strategy and Operations
  o Assess: Your strategy and operations
  o 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
  o Map: Plan strategies for balancing strategy and operations at your organization
• Module 7: Communicating with Impact
  o Assess: Your HR DOO communication style
  o 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
  o Map: Plan strategies for communicating with impact at your organization
• Module 8: Conclusion
  o Growing as an HR DOO
  o Reflection activity and next steps

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