

STREAMLINED HR SOLUTIONS WORKSHOP

Empowering Businesses without In-House HR Expertise



Agenda

Planning & Preparing

- Understand your responsibilities under the Act (30 minutes)
- Policies to consider
- OHS responsibilities
- Time off and time tracking

Workforce Planning (15 minutes)

- How to plan
- Org structure
- When to hire employees
- Employees and contractors
- Which position to hire for first

Evaluating

- Key strategies for effective recruitment and attraction (30 minutes)
- Recruitment process
- Writing effective job ads
- Ad placement and attraction
- Interviewing and selection
- Assessing culture fit and power skills
- Employee value proposition
- Reference checks
- Employment offers

Joining

- Onboarding (20 minutes)
- Importance of onboarding and orientation
- Developing an onboarding process
- Buddies and mentors
- 30/60/90 day plan
- Feedback

Break (15 minutes)

Belonging

- Retention and engagement (40 minutes)
- Culture and belonging
- Stay interviews
- Compensation and benefits
- Learning and development
- Hybrid and remote work

Contributing

- Performance engagement (30 minutes)
- Setting goals
- The 80/20 rule
- Providing feedback
- Coaching for success
- Corrective action

Open forum (30 minutes)

- Q&A session for any HR-related questions

Networking (Appetizers & drinks provided)

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