

As HR professionals, we often feel like we are climbing a mountain. There are challenges in both actions, and having the right tools can make all the difference in helping move past your obstacles.

Today's presentation is to help you gain the right tools and tricks to help you move from the tactical level into the strategy sphere.

"Walk A-ways"

End Goal for today's discussion

Gain tools and knowledge on navigating HR as a Department of One There are 3 ways to do just that:

- 1) Get rid of your "Time Sucks"
- 2) Align the business with goals
- 3) Plan for the Future and Repeat



End Goal for today's discussion

Eliminating "Time Sucks"

Prioritizing Goals

Building the Future

Time Sucks are events, people, or things that suck the time out of your day and make it impossible to stay on task.



You want to create a consistent theme to your calendar and block your time to create space for you to think about the big picture!





Make sure to track your time. Create an Excel time tracker, Google search for free tools, and purchase a trinket or system that can help you track your time. You have to know where you are spending your time to understand how to categorize your buckets.

The heavier the bucket, the more time you need to focus on that task. Plan your buckets based on your productivity and your most important tasks. TIME BLOCK your calendar as appointments to yourself to ensure to stay accountable to your projects. Time blocking can be task-oriented and allow you to be in the Strategic space with proper planning and purpose.

Don't be afraid to ask about the technology you have at your company. You may have Slack, Google Suite, Office 365, or others. You can create automation, accessible forms, and more with a better understanding of the tools at your fingertips.

Have an HRIS? GREAT! Learn the system's ins and outs to ensure you are using it to the fullest potential as possible. I personally love BambooHR, and I would love to tell you why if you want to connect!:)

Here is an extra tip I did not have time to go into on the presentation:

DO AN AUDIT and INVENTORY of EVERYTHING!



I mean to make sure you inventory all your processes, documents, compliance laws, vendors, etc. You must know your business's foundation and your department before you can be creative in your solutions.

For example, do your files live on a secured drive, do they live in the cloud, are they in an HRIS, or do you have them on paper in an office?

Do all of your employees have the same documentation and files between them? Where are the gaps? Work with managers to get them filled immediately.

How are you storing your I-9s? Do you keep the photocopies of the employees or do you shred them? When was the last time you audited your I-9s?

Do you keep getting questions on things that are similar? Could you create a policy to make it simple and offload getting the same problems?

Completing a full Business and HR inventory is a great way to get a handle on the tactical so you can clean it for a smoother transition into being your own CHRO.

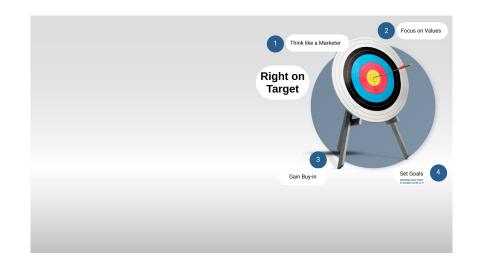
After you have freed up some time on your calendar to plan the bigger picture, it is time to create alignment across your organization.

More often than not, people are in silos working towards goals or duplicating efforts. As an HR department of one, you have a unique perspective of how the company goals or objectives translate into to-do tasks for teams, but you also understand the overall goals and what they are targeting. To create alignment, you have to be the translator between leadership and the rest of the organization.



We spoke on the four ways to gain alignment in the presentation. These notes are to expand on the ideas mentioned and steps to take to bring them to action.

1) Think like a Marketer!



I love this idea personally, which is why it is number 1! One of the ways I like to think like a marketer is in Design Thinking. I have used it with some of my clients and loved the outcome.

For example, design thinking is about empathizing with the people experiencing a problem, Being creative in your brainstorming, placing themes together, and coming up with quick actions to test to create a solution. I use this in a Recruiting Project to clean up a 5-6 week process down to less than 20 days from start to finish. The result was a better candidate and internal experience, and a faster quality hire. If you want to hear more, let me know, and I can share my Design Thinking in Recruiting Presentation.

2) Focus on Values!

If you can spare \$199, I would highly recommend the Disney Institute online Employee Engagement course. It talks about how they created alignment with their values, key behaviors, culture, and more into their hiring and goals. They cover why keeping the values front and center is crucial in every aspect of business and look at their success!

When creating your goals or working with others on goal setting, make sure to capture your organization's vision, mission, and values!

3) Gain your Buy-In!

By conducting brainstorming sessions, discussions, or coaching with managers on goal setting, you are already gaining the buy-in for alignment across the organization. Suppose you need to create a business case to reassess your organization's goals, google aligning company goals with HR. In that case, you will find so many research stats and articles with plenty of information to help you articulate the business case to leadership.

Finally, Set your goals.

Set Goals

REMEMBER, EVERY ASPECT OF BUSINESS HAS HR IN IT!

SAY IT, PRINT IT, WRITE IT, COMMUNICATE IT, BELIVE IT! BECAUSE IT IS TRUE!!!!!

"And will you succeed?
Yes! You will, indeed!
(98 and 3/4 percent guaranteed.)

KID, YOU'LL MOVE MOUNTAINS!" Oh! The Places You'll Go! By DR. Seuss

Don't forget the story of the Butterfly and what they have to go through to reach their full potential.

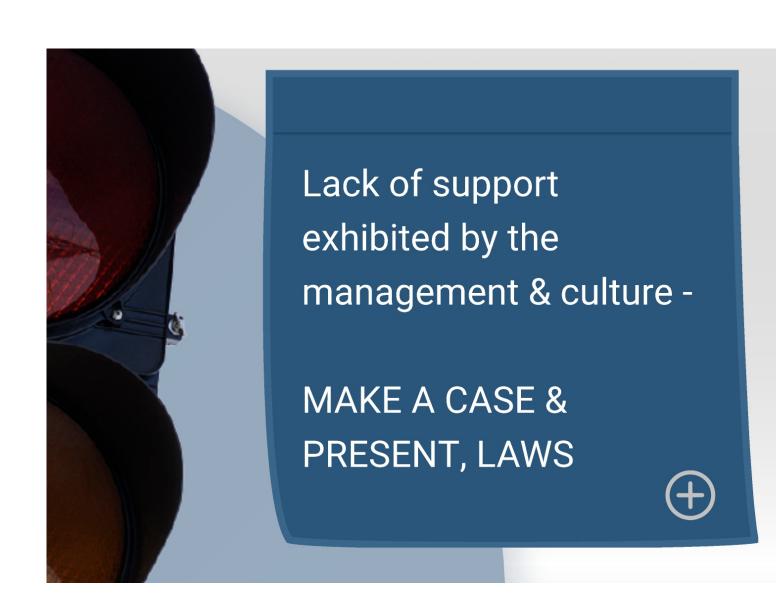


Use the following slides to help you be creative in your solutions. Since every business is different, use each slide's space to list some ways to overcome those challenges you face when climbing your mountain.



BUILD LEVERS, OUTSOURCE, AUTOMATE Insufficient budget and resources -

BE CREATIVE, ASK 4 HELP, INVESTIGATE



Balancing short-term with long-term results and goals. No clarity or Focus -

BE REAL, WORK BACKWARDS





Lack of HR resources to implement it -

BUILD LEVERS, OUTSOURCE, AUTOMATE



Finally, it is time to plan, breathe, and repeat! Transformation is an ongoing process. You will never stop working towards your change into a CHRO as a department of one. It is impossible given you are consistently looking at the forest and big picture and then going down to the trees and planting them at the same time. So always look for ways to improve your processes and time blocks, communicate your plans and goals as often as possible, and don't forget to breathe during everything!



There are so many places to find resources. Google will be your best friend, don't forget them! Facebook groups, Linkedin, SHRM, and Reddit forums are all great places to keep in your back pocket when you need help.

BuildHR also provides a selfserve online library of templates, policies, laws, and more to help in your process.

Right Now....

- · Grab a Pen and Paper
- Write down the first thing you are going to tackle to gain control over the fires
- · Look at the tools you have and ask around
- · Research different technologies

GOOGLE FACEBOOK LINKEDIN SHRM
REDDIT BUILDHR



Don't be afraid to reach out either! I am here and happy to help!



THANK YOU!