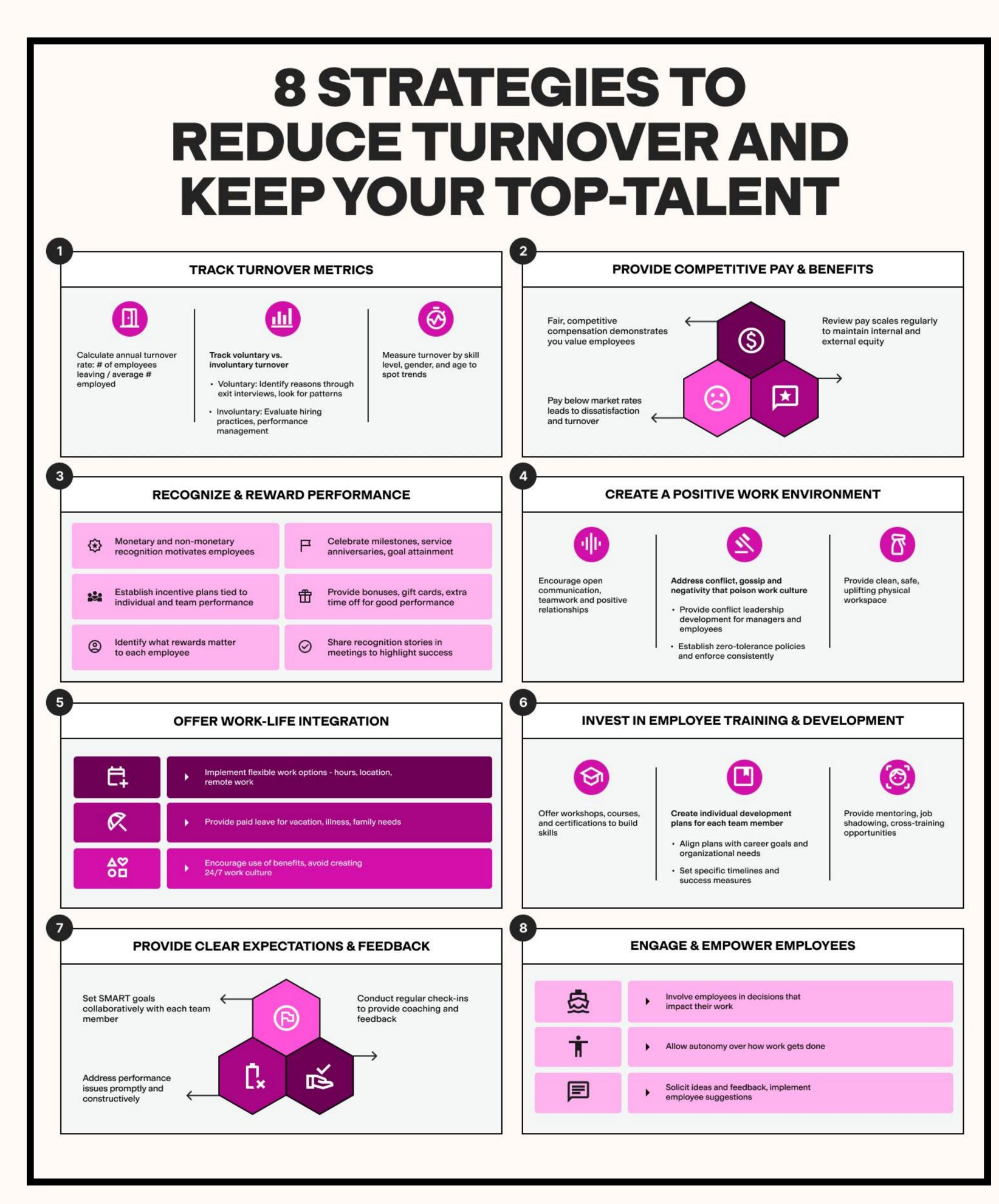
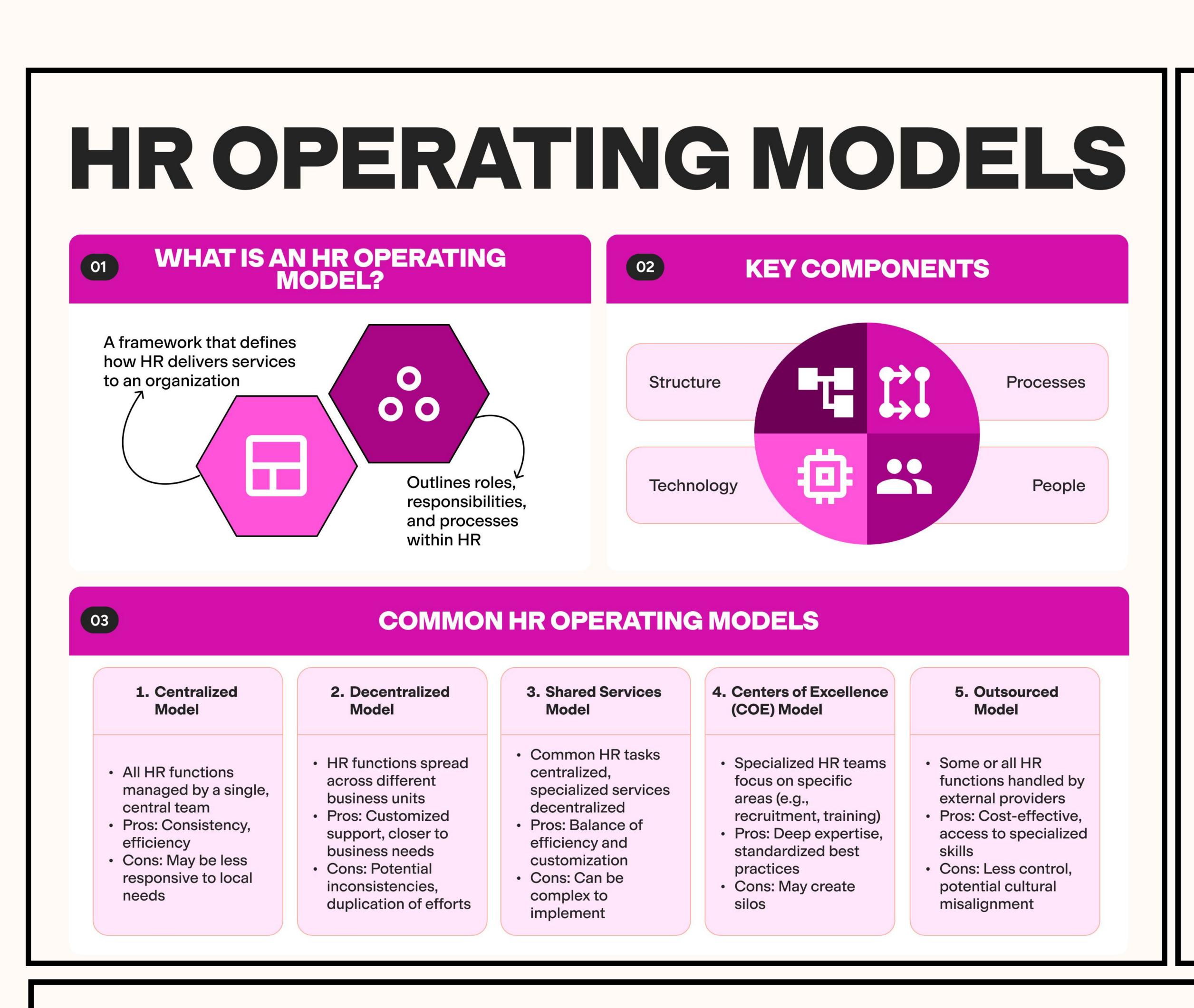
AN HR BOOK IN ONE PAGE

Organizing workshops and seminars

Tracking and evaluating training effectiveness

Managing e-learning platforms







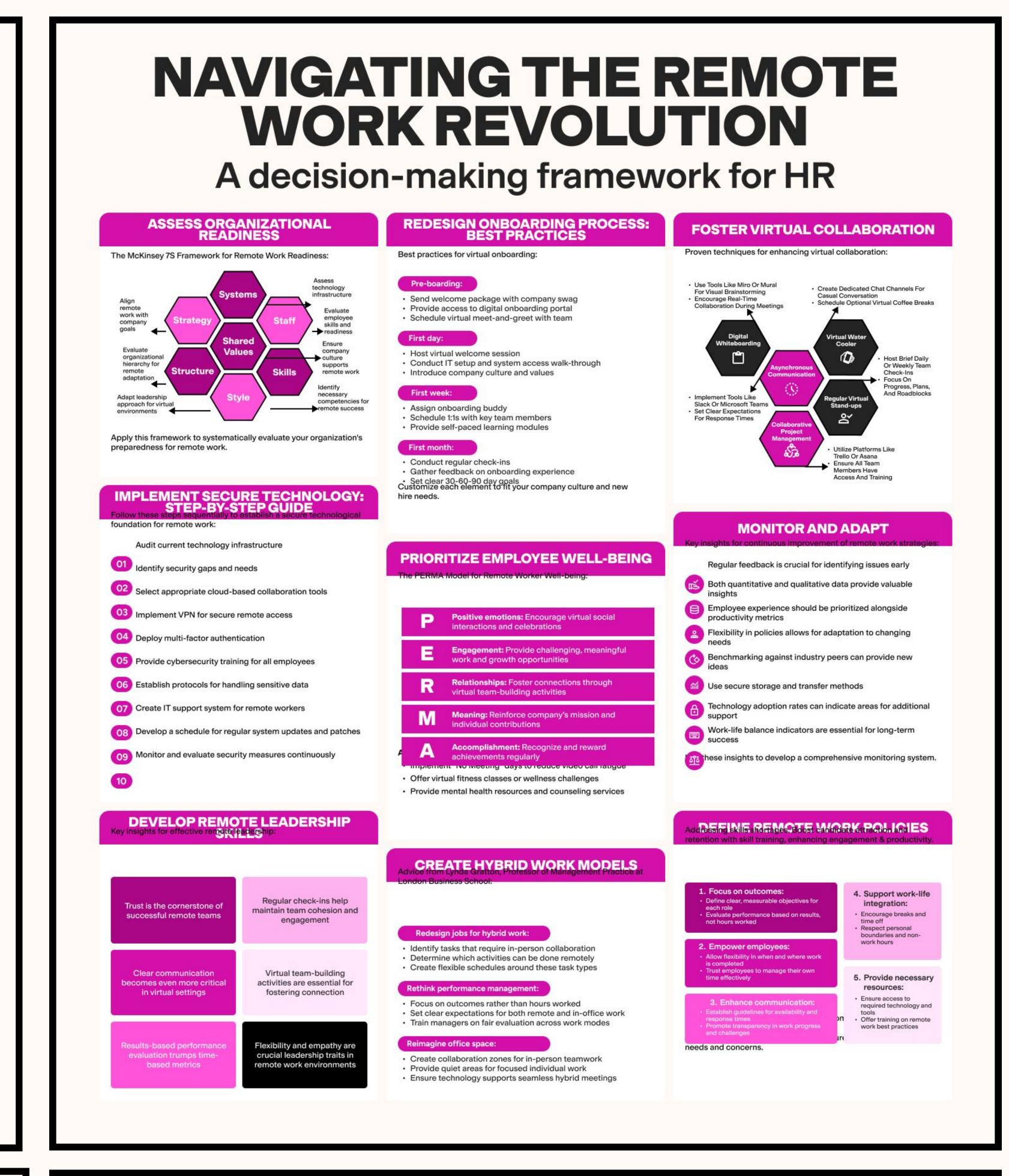


Forecasting future talent needs

Aligning HR initiatives with business objectives

Advising leadership on human capital strategies

employee wellness



HOW TO PROMOTE A

SENSE OF BELONGING

TRUST YOUR TEAM.

Avoid micromanaging and focus on results

Empower your team members to take

resources, and support to succeed

LEAD WITH EMPATHY.

personal level. Acknowledge accomplishments and celebrate

once in a while. Oscar Wilde, 🚤 💮 each team member—on an

conference. Once it's over you

gardening aficiona in your team, or a

them a space to show others what

can talk about your insights.

successes together. A few activities:

A Zoom meeting on your

once per week or month to discuss

leadership topics and invite leaders

Bluetooth headset while you

and your coworkers go for a

INVEST IN YOUR TEAM'S DEVELOPMENT.

opportunities for growth.

COMMUNICATION IS VITAL

Clarify roles, responsibilities, and goals.

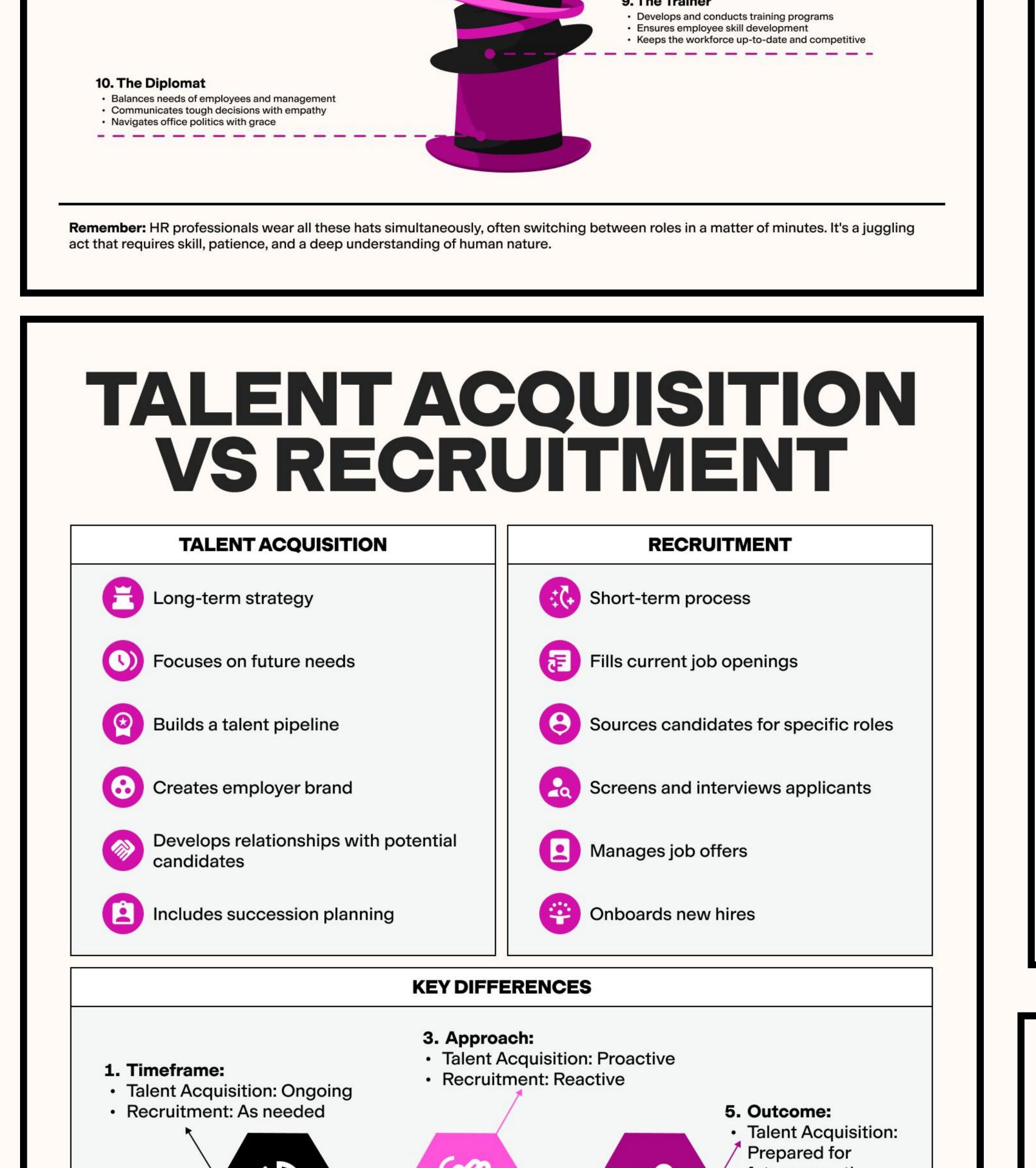
organization's objectives.

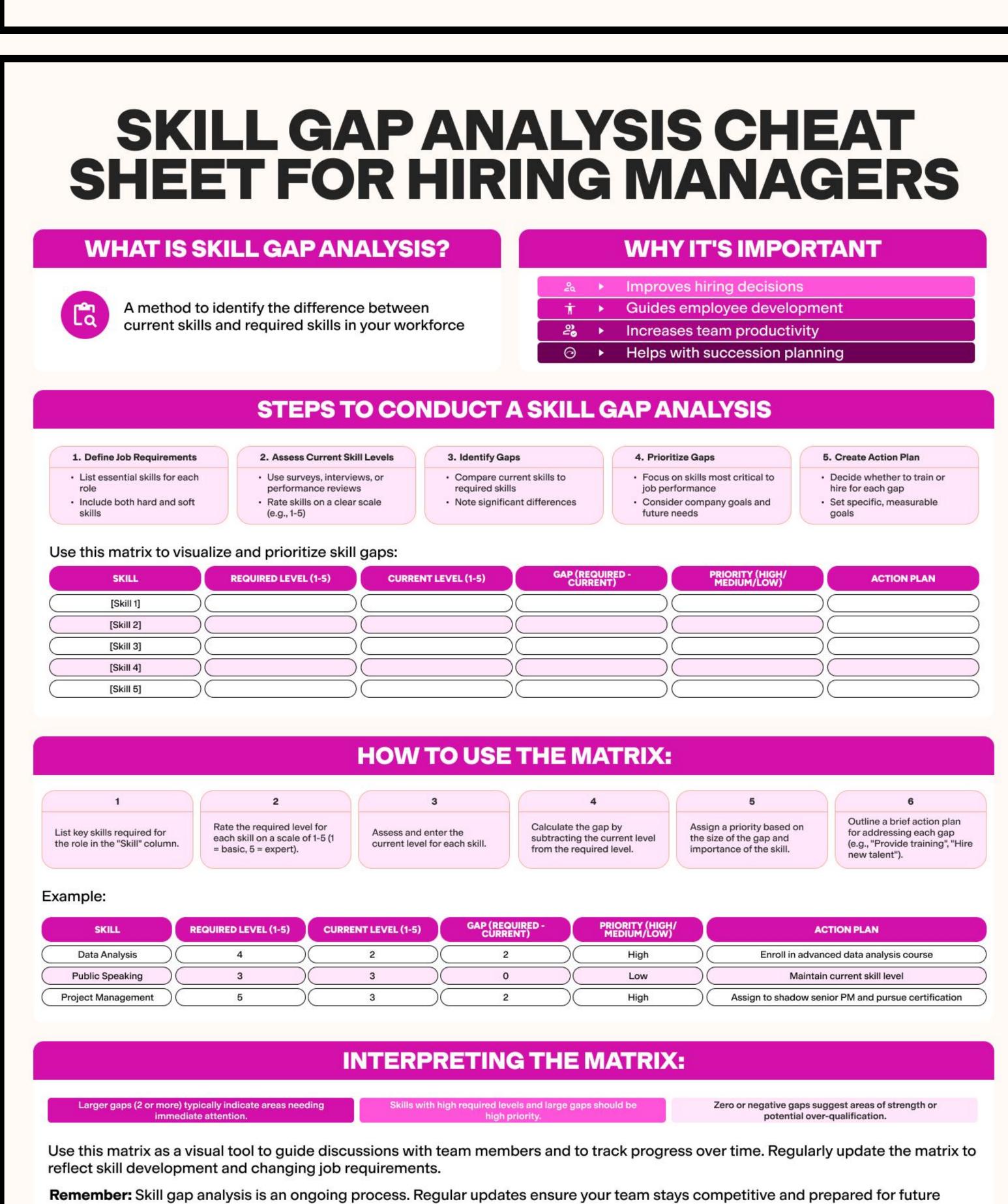
and how their work contributes to the team's and

answer is no, your expectation may be half-baked.

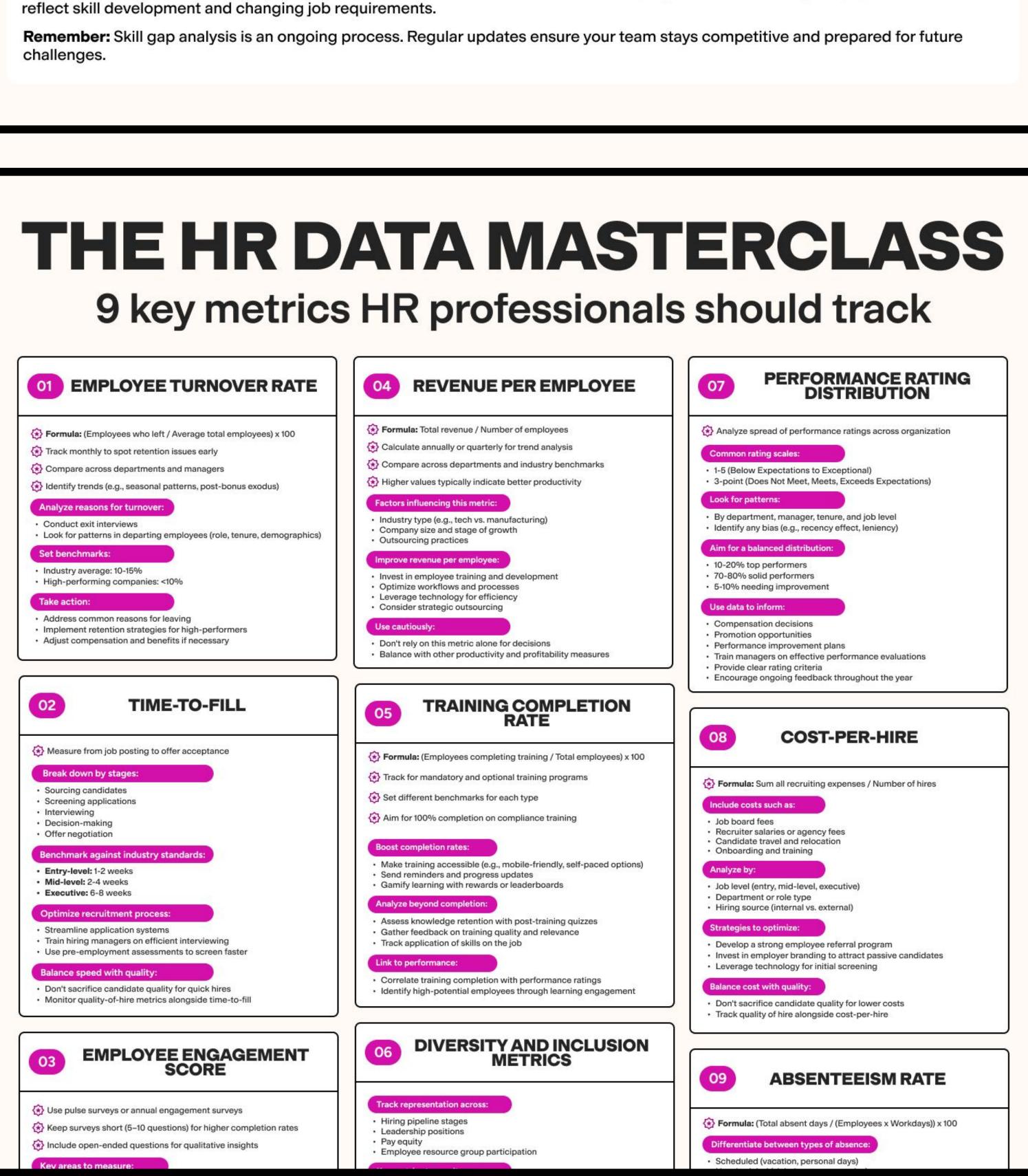
Provide continuous feedback and recognize excellence







Recruitment: Filling positions





Evaluate skills,

employees

Use tools like

360-degree

assessments

performers

advancement

THE ULTIMATE HR GLOSSARY

performance, and

potential of existing

performance reviews,

feedback, and skills

Identify high-potential

employees and top

Assess readiness for

List positions crucial

Consider both

each role on

strategy

skills and

leadership and

specialist roles

operations and

Determine required

competencies for

each position

for business success

Assess the impact of

Design tailored

and stretch

assignments

timelines for

development

aspirations

programs for high-

Include mentoring,

Set clear goals and

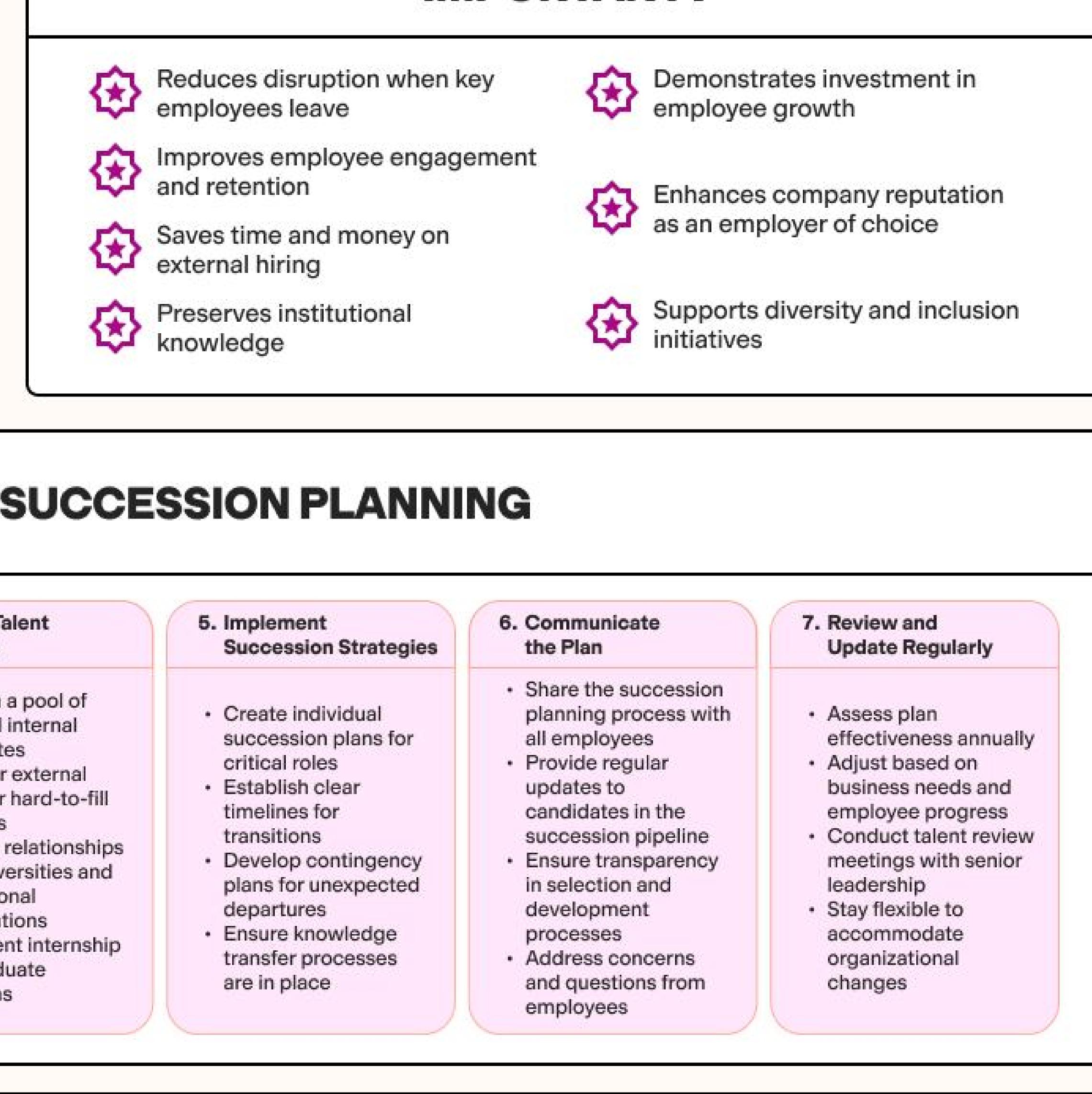
Align development

plans with career

potential employees

training, job rotations,









✓ Measure performance

Move compensation to 75% of the industry benchmark

Obtain an offer acceptance rate of 85%+

Improve talent recognition by 10 points to 85

Improve employee satisfaction from 45% to 65%

Increase employer brand recognition by 15 points to 85

Improve overall employee net promoter score (eNPS) from 12 to 20

Ensure 90% of employees have a personal development plan by Q3

Have at least three touchpoints with all managers on continuous feedback

Achieve 95% completion rates for performance management reviews by Q4

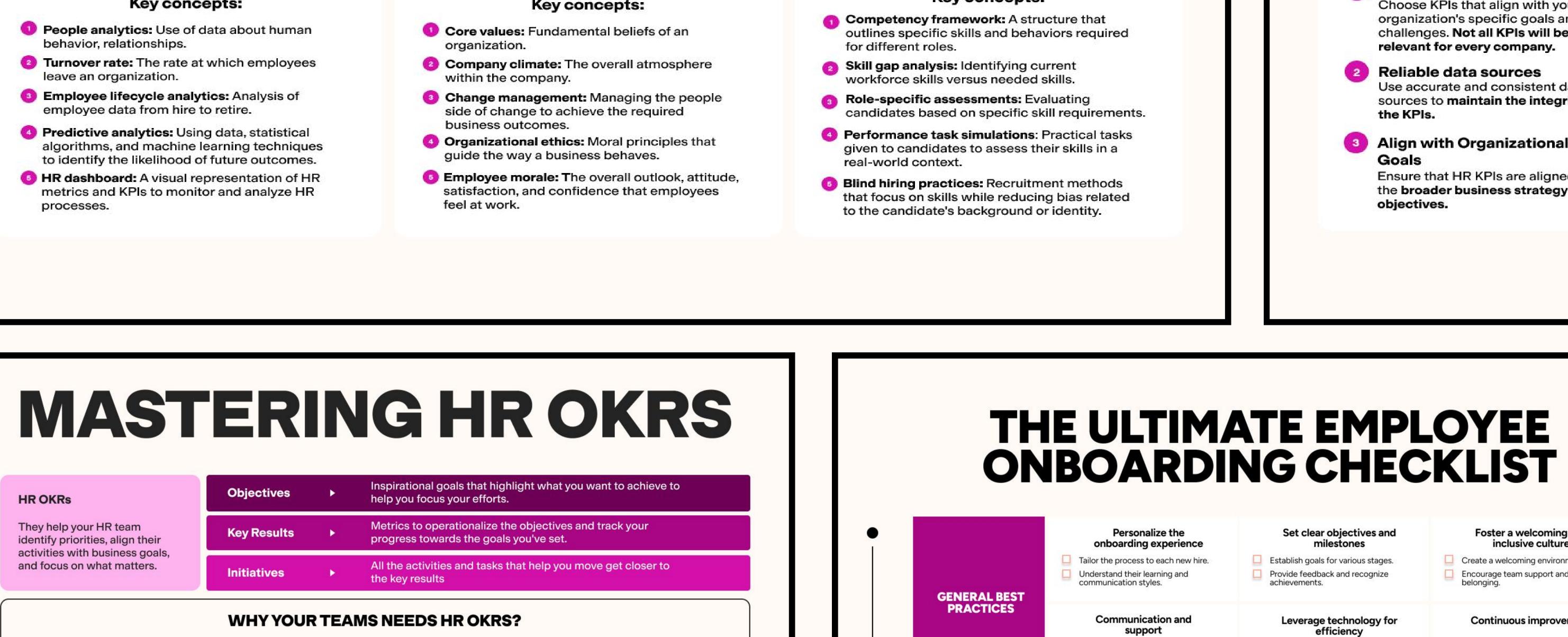
Design and implement a "future leaders" leadership development program

Ensure 80% of senior managers are enrolled with a mentor/coaching program

Become an irresistible

Create a leadership development program to

Talent Acquisition



FIRST WEEK

