

# HR Department of One: Strategies for Success

<b>Intended Audience</b>	Mid-Level	<b>Delivery Option</b>	<ul style="list-style-type: none"><li>• 1-Day In-Person</li><li>• 4-Week Virtual</li></ul>
<b>HR Competencies</b>	<ul style="list-style-type: none"><li>• Communication</li><li>• Analytical Aptitude</li><li>• HR Expertise (HR Knowledge)</li></ul>	<b>Recertification*</b>	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