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HR WORKSHOP

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Get ready for this workshop to change your life.

Welcome

Purpose

- Drive Value to HR Services

Housekeeping Items

- Turn Cell Phones off
- Restrooms/Breaks/Snacks

Overview

- Facebook Group
- SWAG Bag
- Issues Logging In

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Welcome

Introductions

- Name
- Title
- Company
- Role in HR
- *What do you want out of this workshop?*

Session One

HR Leadership

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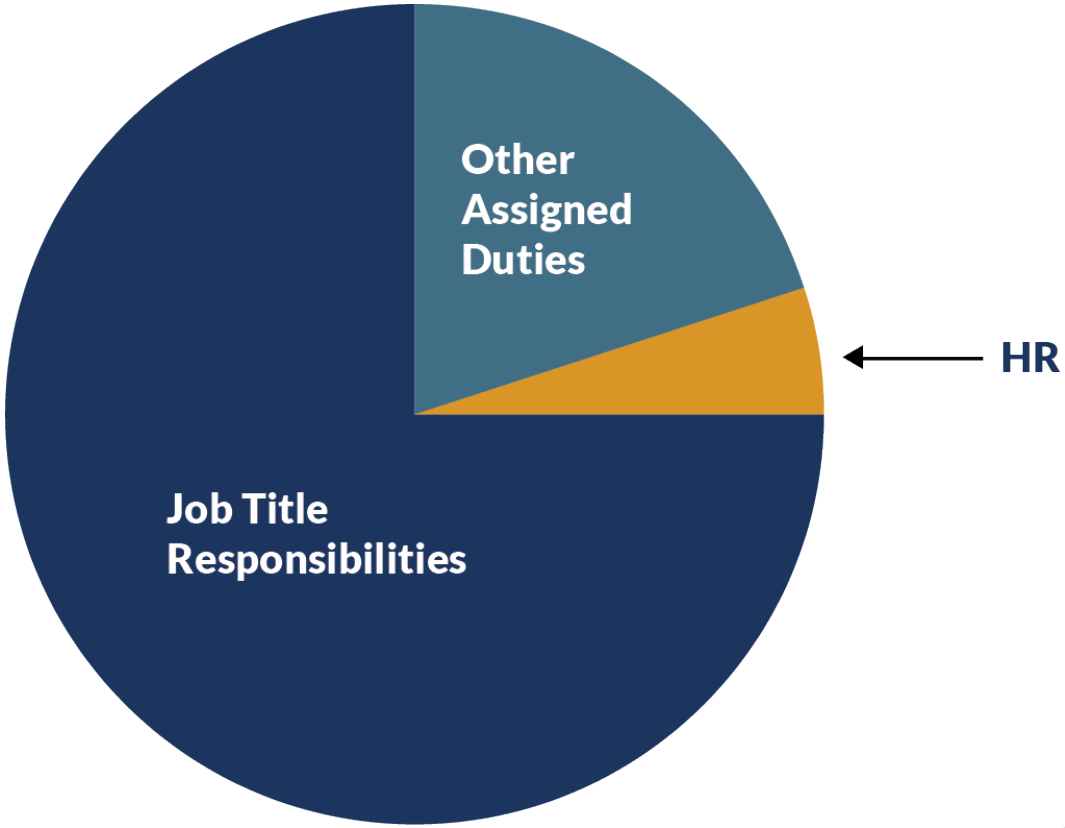
To be a great HR leader, you must first be a great leader.

Leadership Challenges in HR

Not Primary Job!



Leadership Challenges in HR

Not Primary Job!

Lack of Clear Expectations

Leadership Challenges in HR

Not Primary Job!

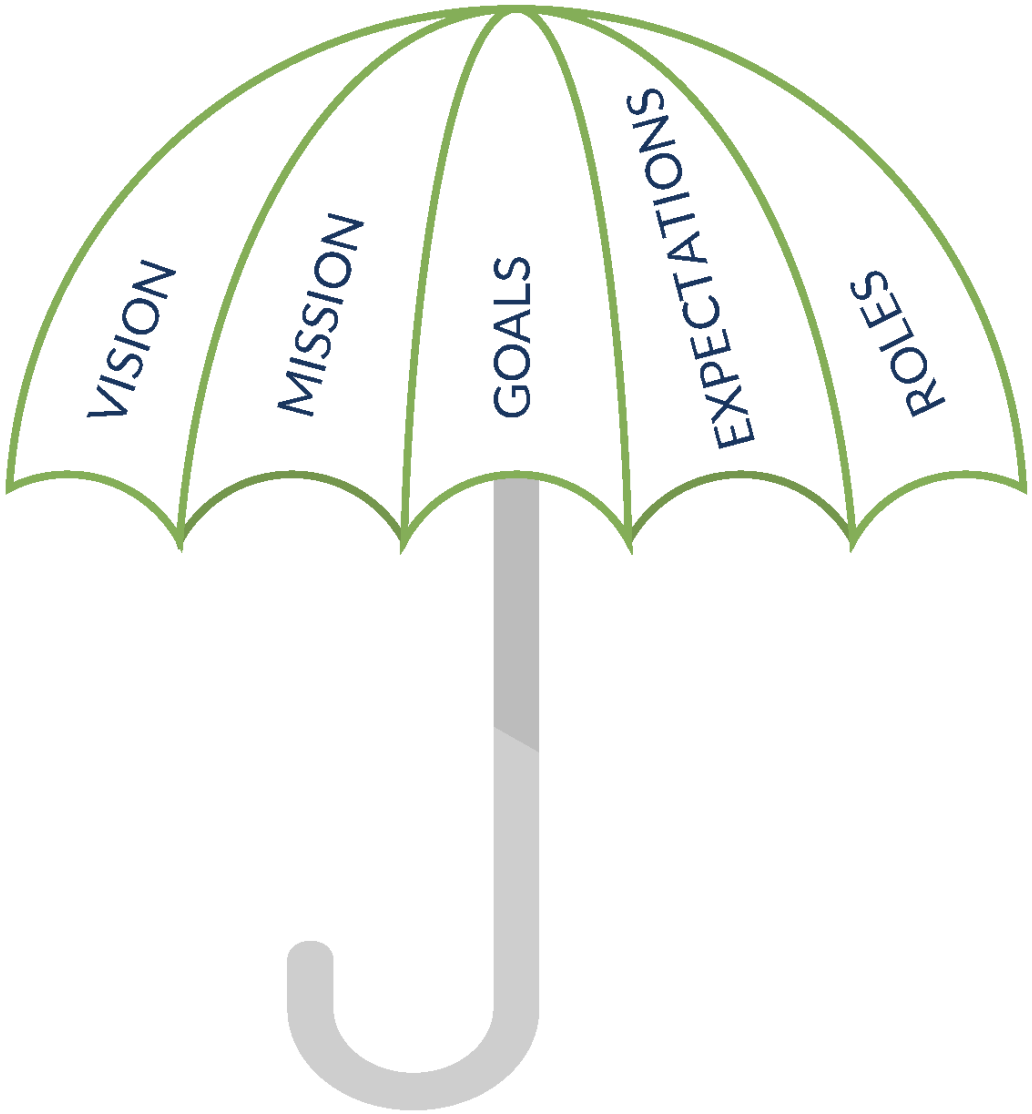
Lack of Clear Expectations

High level of FOMO

Where Do I Start?

With ME

Clarify the Umbrella



Become Deep and Wide

- Be a Pulse Taker
- Be a Vision Amplifier
- Be a Leader Multiplier
- Be a Gap Filler

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Feedback

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Session Two

DISC

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Advantages of Personality Assessments

- Increases Self-knowledge
- Allows for Efficiency
- Provides Empathy
- Clarifies Communication

Disadvantages of Personality Assessments

- Can become a straight jacket
- Used as an excuse
- Easily weaponized

Personality typing is an imperfect way of describing and categorizing reality.

Decisive

- Focused on action, progress, and results
- Greatest strength = getting stuff done
- Greatest weakness = tendency to value progress over people

- They are our problem solvers that will keep the company moving

Interactive

- Focused on people, relationships, and collaboration
- Greatest strength = ability to connect, work with, and energize people
- Greatest weakness = sacrifice productivity to be around people

- They are creative and fun to be around

Stable

- Focused on consistency, cooperation, and the well being of others
- Greatest strength = ability to remain steady and loyal
- Greatest weakness = tendency to refuse change

- They are patient and devoted to the team

Cautious

- Focused on details, processes, and data
- Greatest strength = ability to handle high degree of detail and complexity
- Greatest weakness = hold back progress due to lack of details

- They will increase quality more than anyone else

The distance between my personality and your personality is a measure of the work I must put forth to communicate effectively.

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Session Three

Personal KRA

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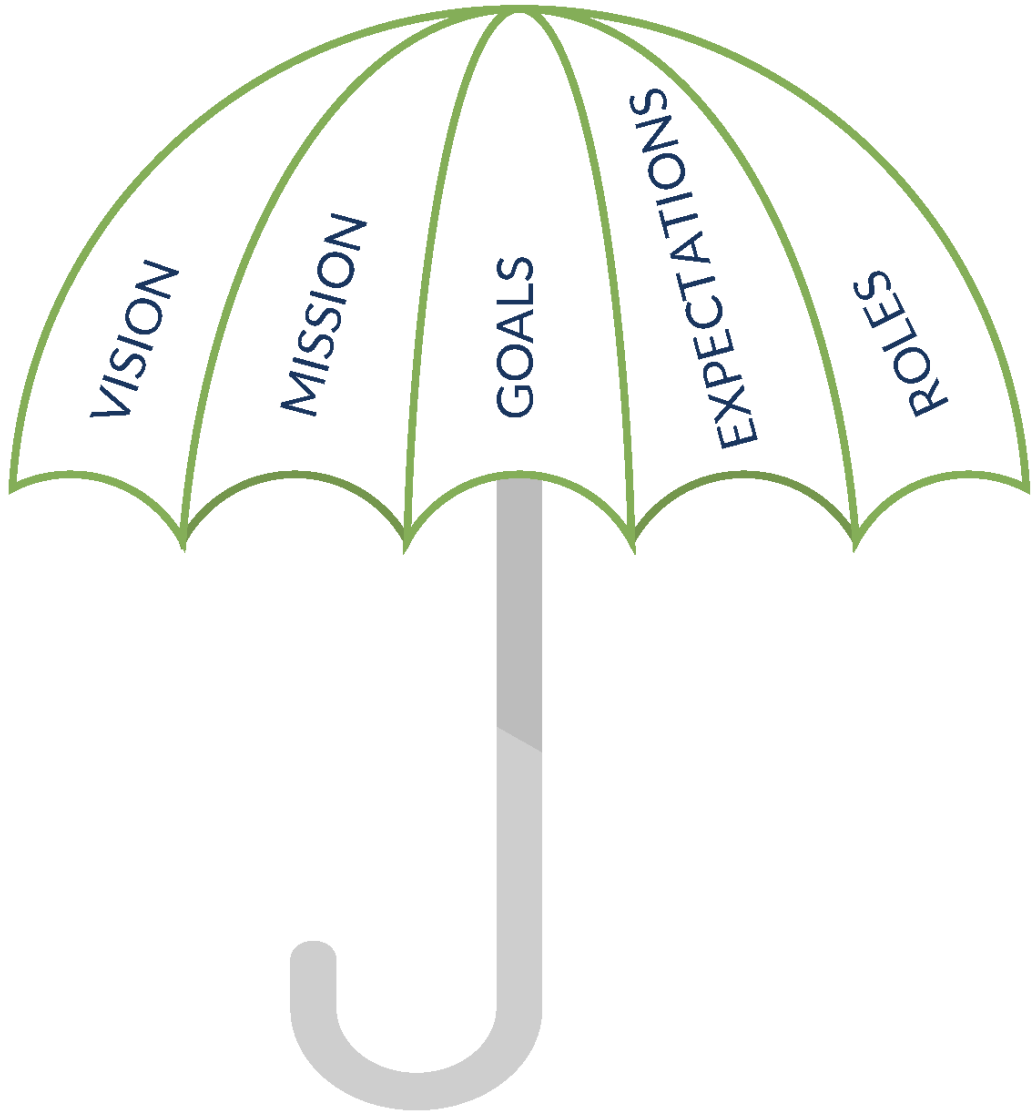
Clarify the Umbrella



Five KRA Basics

- KRA stands for Key Results Area
- A KRA is outcome oriented
- A KRA is foundational groundwork for delegation
- A KRA is important for you to create margin
- A KRA should not be so vague that it avoids accountability

A strong KRA creates

- Clear Expectations
- A True North
- A Feedback Framework

Most KRAs are a perpetual work in progress!

Step One: **OBSERVE**

- List out the tasks you are working on in any given month. What is taking your time and energy?

- 5-7 minutes

Step Two: **IDENTIFY PRIMARY TASKS**

Primary tasks:

- Are things only you as a leader can do
- Have a high probability of exponential return
- Effect the future of your business and team

- What should you be doing?
- What do you need to stop doing?
- What are things you can or should hand off?

- 5-7 minutes

Step Three: **CATEGORIZE**

- What are 3-5 outcomes that result from the work you listed?

- 3 minutes

Step Four: **PRIORITIZE**

- Order your outcomes by priority level and remember…this may not be how you are using your time currently

- 3 Minutes

Step Five: **ELABORATE**

- Add subpoints that will provide further direction and clarity

- 5 minutes

Step Six: **EVALUATE**

- “You can count on me to…?”
- Is it outcome oriented?
- Does it set clear expectations?

Step Seven: **FINALIZE**

- HOMEWORK!

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