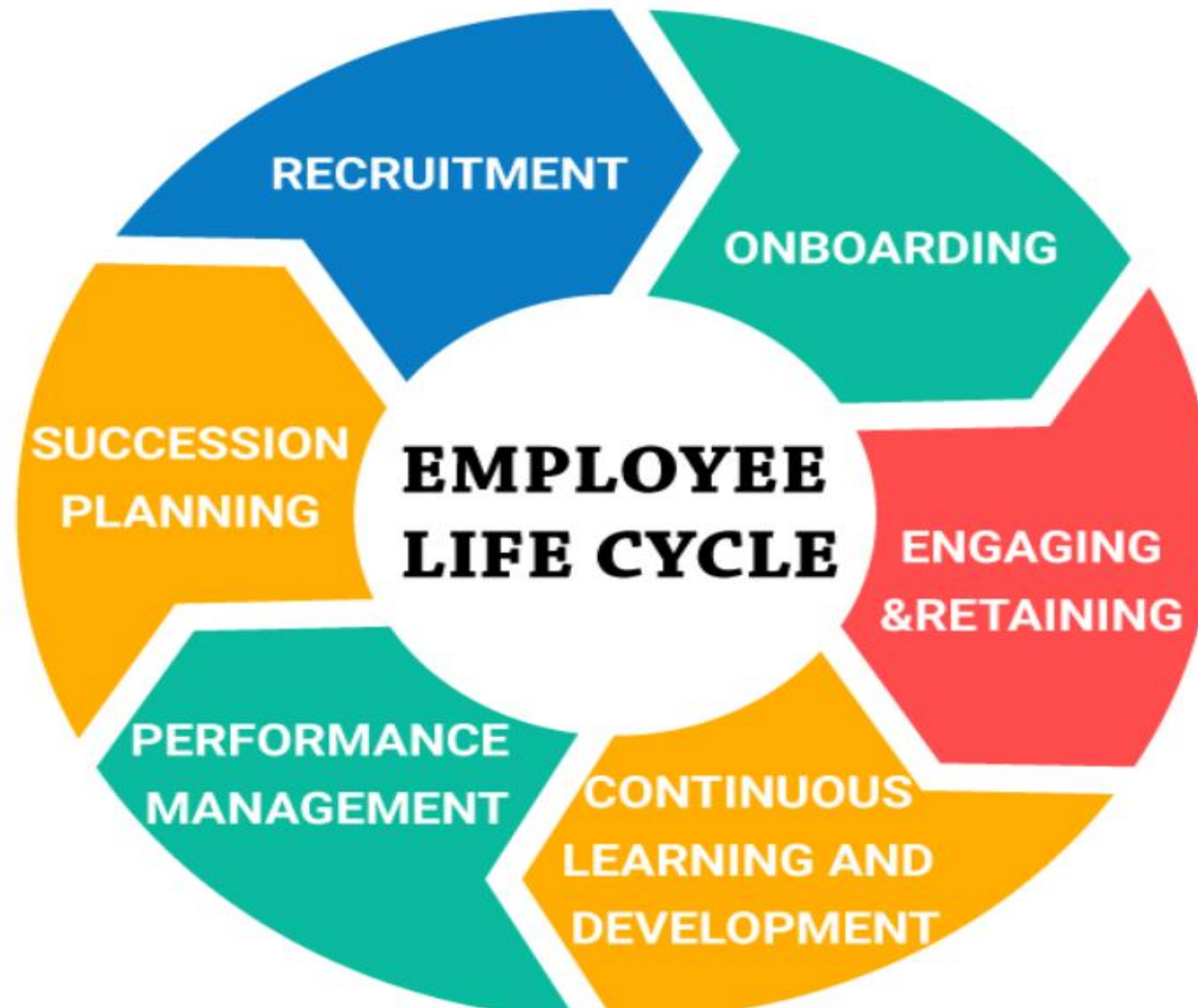


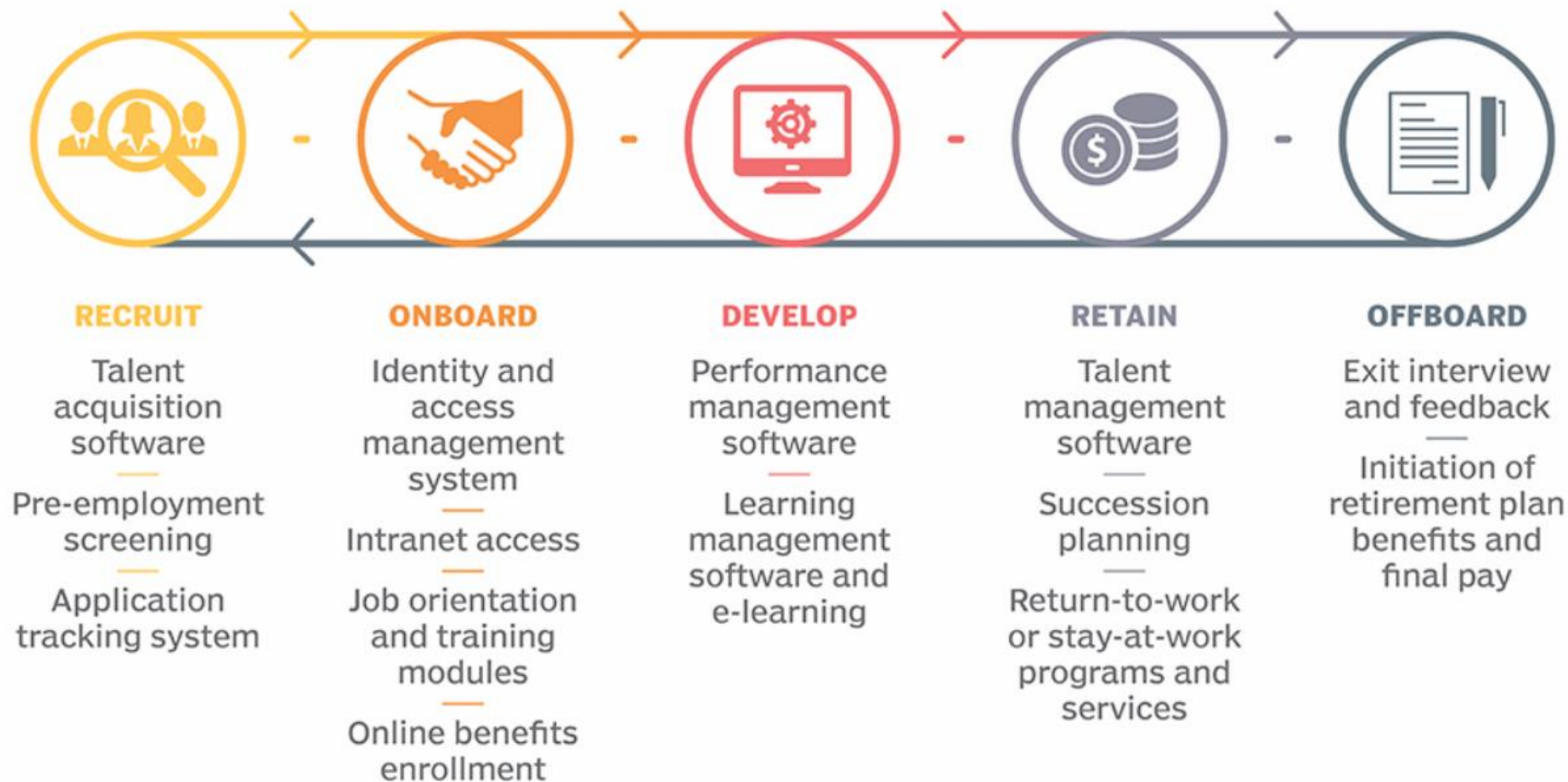
# What is an HR department?

- ❖ In simplest terms, the HR (Human Resources) department is a group who is responsible for managing the Employee Lifecycle (i.e., recruiting, hiring, onboarding, training, and exiting employees) as well as administering employee compensation & benefits, employee engagement & wellness initiatives.
- ❖ Human resources is there to support employees. It's quite literally a resource for humans; understanding once there is a culture where you have Happy Employee, your Employees will taken care of nurturing Happy Customers which in turn converts to being a Profitable Organization. A win-win business solution!
- ❖ Employees are the Heart of any organization

## Stages of Employee Life Cycle Management



# Stages of employee life cycle



# What does it means to be a People-centric organization?

You may ask your self what does People centric even mean...?

- ❖ To be people-centric is to put our people at the heart of everything we do, *always*.
- ❖ It's putting the 'human' into Human Resources, it's leading with humility, empathy and care for the individual first.
- ❖ To be people-centric takes commitment, from attracting greater talent and creating high-performance teams, enhancing productivity, reducing staff turnover and absenteeism, generating greater revenue, and becoming industry leaders.

# **Employees are the single biggest asset to any organization**

It follows, then, that protecting their well-being is of utmost importance. Here are four ways HR helps support the emotional and career needs of employees which in turn affect business' bottom-line:

## **1. Providing career growth**

Stagnation is bad for business, and it's smart to keep your best employees with the company. HR can provide career paths to help guide each employee to a long future within the company. HR can then check in periodically to further guide employees on their career paths.

# **Employees are the single biggest asset to any organization**

## **2. Offering continuing education**

Sometimes the career growth mentioned above requires additional training. Organizations may provide educational assistance, and HR can help determine which classes and training programs would be best for an employee on his or her designated career path.

HR can also work with managers to ensure that the employee's work schedule is flexible enough to allow the employee to attend classes.

# **Employees are the single biggest asset to any organization**

## **3. Training and supporting managers**

Managers aren't born. They're created. HR can help provide management guidance to managers, making sure that department and teams are as healthy and functional as possible.

This may include periodically sending managers to formal trainings and retreats.

# **Employees are the single biggest asset to any organization**

## **4. Supporting health and wellness**

It's important to remember that employees are people. They'll need help weathering mental illness, health issues, debt, pregnancies, adoption, and myriad other life occurrences.

HR can help support employees through any of these and other circumstances.



# **When to contact human resources?**

An HR department that never interacts with employees isn't doing its job.

Companies who have their HR team develop an onboarding procedure need to educate new employees on when to reach out to HR and what resources HR has to offer.

The HR department should regularly schedule one-on-one interviews with employees to check in on their career progression, comfort in their roles, and any other issues the employee may be having.

Providing feedback to businesses on how employees feel and what they need to feel valued is pivotal to building a lasting and strong business relationship between business/manager and Employee.

# Employees need an HR subject matter expert

- ❖ When employees experience harassment or discrimination from their colleagues, including their manager.
- ❖ When employee has questions about benefits, including company-provided health insurance, or rights guaranteed by law.
- ❖ When employee's personal circumstances change (e.g. having a child, needing to reduce your hours, needing accommodation for a disability).
- ❖ When employees have questions about advancing at the company, including opportunities to shadow other employees or participate in additional training.
- ❖ When you need an objective third-party to work through a work-related issue.

# Building the best HR department

The human resources department heavily contributes to a company's culture: If HR is toxic and/or not properly trained, employees will be discouraged and less likely to consult HR for help, either with career-related issues or personal ones.

However, if HR genuinely cares about the well-being of employees, the culture will be one of openness and growth.