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HR Fundamentals for Non-Profit Managers

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YOU WERE GIVEN
SOME HARD
QUESTIONS...

True / false?

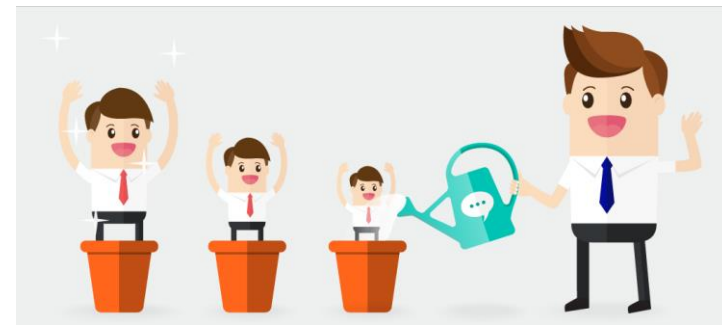
1. Only HR people deliver human resources functions at a given organization.
2. Performance reviews is best delivered by the employee's direct supervisor.
3. Satisfied employees are engaged.
4. Compensation is the most important contributing factor to employee attraction and retention.

Welcome!

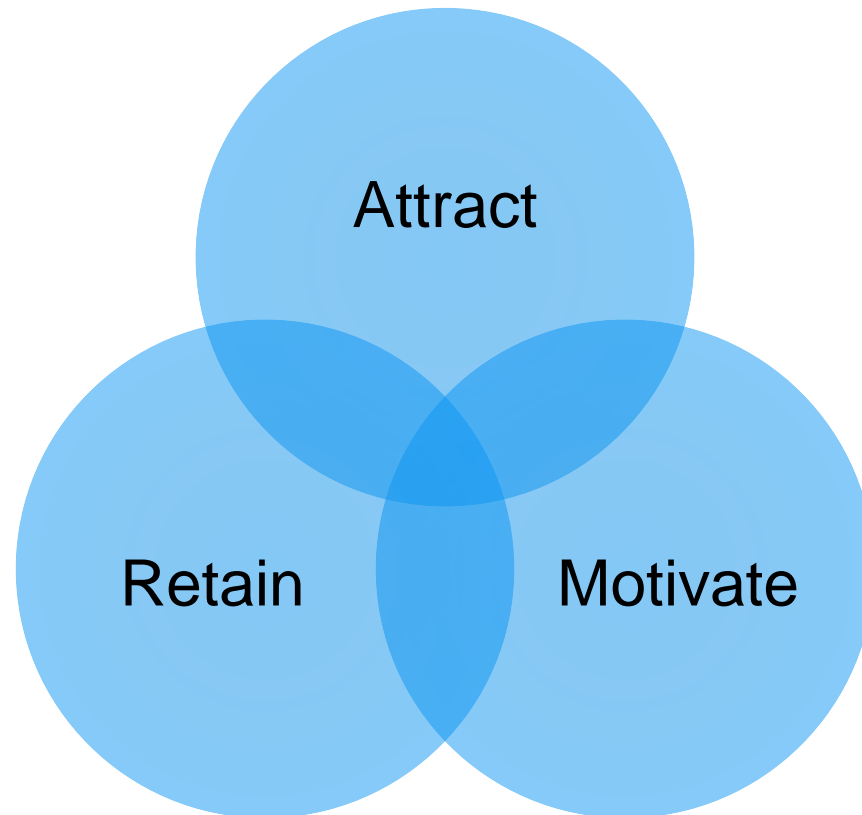
1. HR Functions
2. Talent Attraction
3. Talent Retention & Motivation
4. Talent Management

Have fun, participate and ask questions.





The Ultimate Purposes of Talent Management...



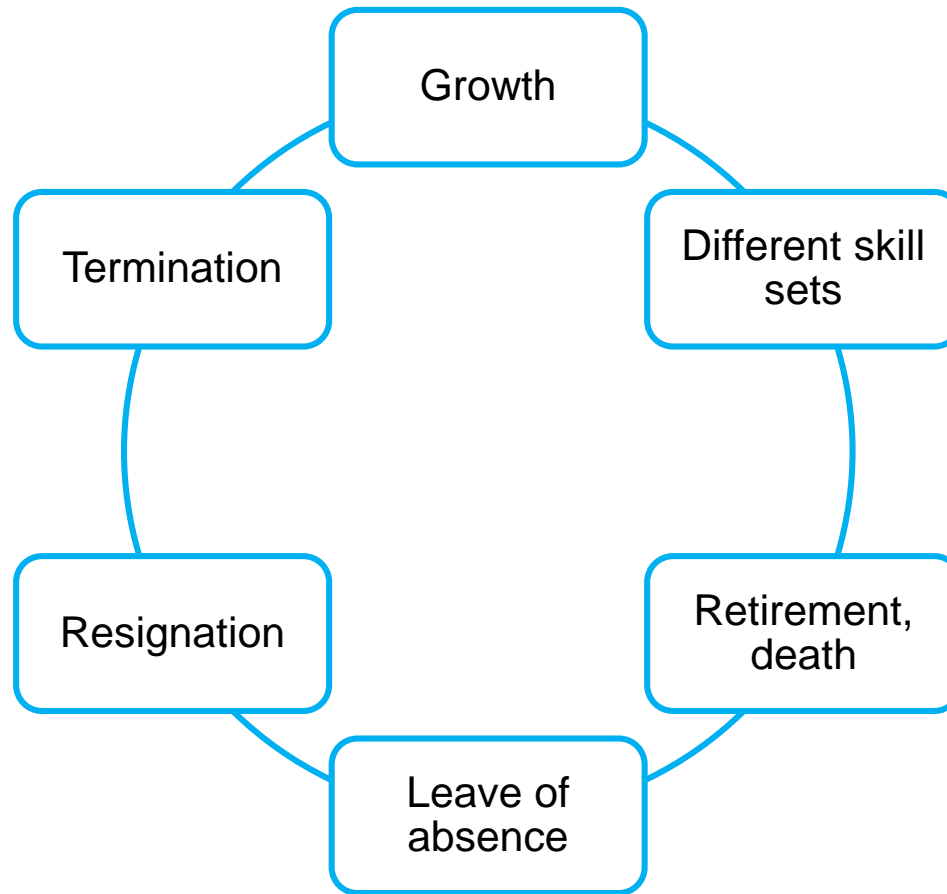
Talent Attraction



On a scale between 1 (lowest) – 5 (highest), how well does your organization hire and onboard staff?

FOOD FOR THOUGHT: How do we engage workers from the get-go?

Why Do We Need to Attract Talent?



What is Talent Attraction?

It is the process of...



talent (including volunteers) to your organization.

Caution!

- **Average Cost-per-Hire for Companies is \$4,129**
- *42 days is the average time it takes to fill an open position!*



Steps to Attract Talent

- 1) **PLAN & PREPARE:** (job description, job posting and hiring budget, advertising sources)
- 2) **POST & SHORTLIST:** (determine who, when, how and where to conduct the interview, interview questions and evaluation criteria)
- 3) **INTERVIEW & BACKGROUND CHECK**
- 4) **OFFER** (Notify unsuccessful candidates) **& ONBOARD**

You're the ambassador of your organization!



Talent Retention & Motivation



On a scale between 1 (lowest) – 5 (highest), on average, how engaged are you at work?

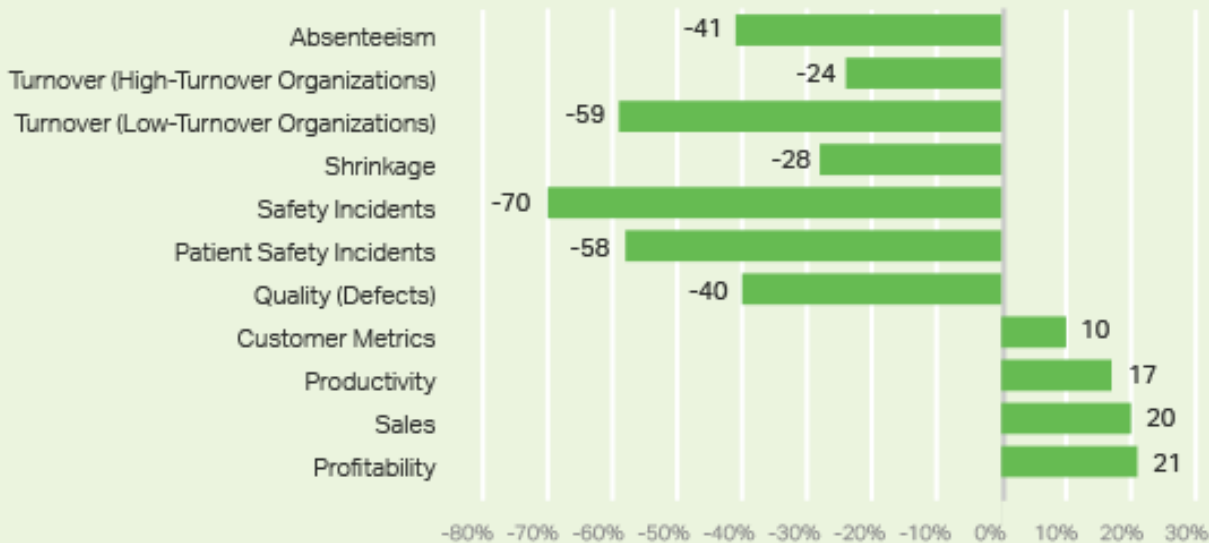
What is the biggest de-motivator for you at a given job?

FOOD FOR THOUGHT: How can we engage workers on a regular basis?

Only 33% of employees are engaged!

Engagement's Effect on Key Business Outcomes

When compared with business units in the bottom quartile of engagement, those in the top quartile realize improvements in the following areas:



Managers play the biggest
role in employee
engagement!

What could leaders do more of to improve employee engagement?



Source: https://www.psychometrics.com/wp-content/uploads/2015/04/engagement_study.pdf



Key factors to satisfied & engaged employees

Employees' personal factors Safety

The direct supervisor

The work itself

The organization & its culture

Compensation

Talent Management



What's the biggest talent management issue at your workplace?

FOOD FOR THOUGHT: How can we prevent the issue from happening again?

Talent Management Advice

Establish policies & guidelines

Have an open mind

Measure and monitor results

Provide timely feedback

Recognize good performance

Recognize that relationships are mutual

Documentation!

Key Policies to Put in Place



Respectful
Workplace



Drug &
Alcohol



Problem
Resolution



Acceptable
Use



Use of Social
Media



Conflict of
interest,
Confidentiality



Finance



Remote
Working

ARE THESE
QUESTIONS STILL
HARD?

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