

HR Guidelines Everyone Should Know

GoSkills online course syllabus

Skill level

Beginner

Lessons

19

Pre-requisites

No prior experience needed

Video duration

1h 21m

Estimated study time

1h 21m

Instructor

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Introduction

1 Get ready to transform your organization

Build Your Team

2 Identify your ideal team player

Great team players can transform your organization.

3 Choose your recruiting methods

Finding great team members requires a focused plan.

4 Consider the applicant experience

Remember, candidates are interviewing the organization as a potential place of employment.

5 Decide your interview approach

There are a slew of different interview approaches and not everyone works for every company.

6 Prepare to negotiate salary

Salary affects your bottom line and it is tremendously important to your relationship with your employees.

Value Your Team

7 Create a stellar benefits package

There are a slew of benefit options for any organization.

8 Create a sensational compensation package

Compensation is a main reason why most people come to work everyday.

9 Genuinely recognize and appreciate your employees

Employee recognition and appreciation is a key tenant to keeping your employees happy.

10 Identify the right HRIS system for your organization

With a myriad of technological services, it can be difficult to decipher what HRIS systems are most beneficial for your organization.

Develop Your Team

11 Train and develop your people

Training and development is where organizational values are reinforced and reiterated on a tangible level.

12 Be involved in professional associations and continuing education

Training and development oftentimes lies inside of the organization but continuing education and associations allow for expanded networking, certification, and increased skills.

13 Cultivate a culture of continuous improvement

Improvement is not a one time project.

14 Provide powerful performance feedback

Continuous progress and development can be tracked through a stellar employee portal and KM management system.

Keep Your Team

15 Comply in compliance

No matter the industry, there are standards and regulations in every organization.

16 Support your team through employee relations

Organizational teams are like families.

17 Prepare for tough conversations

There are a few times that HR can feel like the principal's office.

18 Intentionally build a healthy company culture

Company culture is vital to organizational success and with these ideas the HR department can make the company a place to be proud of.

Conclusion

19 Your HR path forward

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