

The Activities of HR

*Building strong organizations,
successful teams & individuals*



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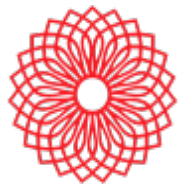


Agenda



Human Resource Management

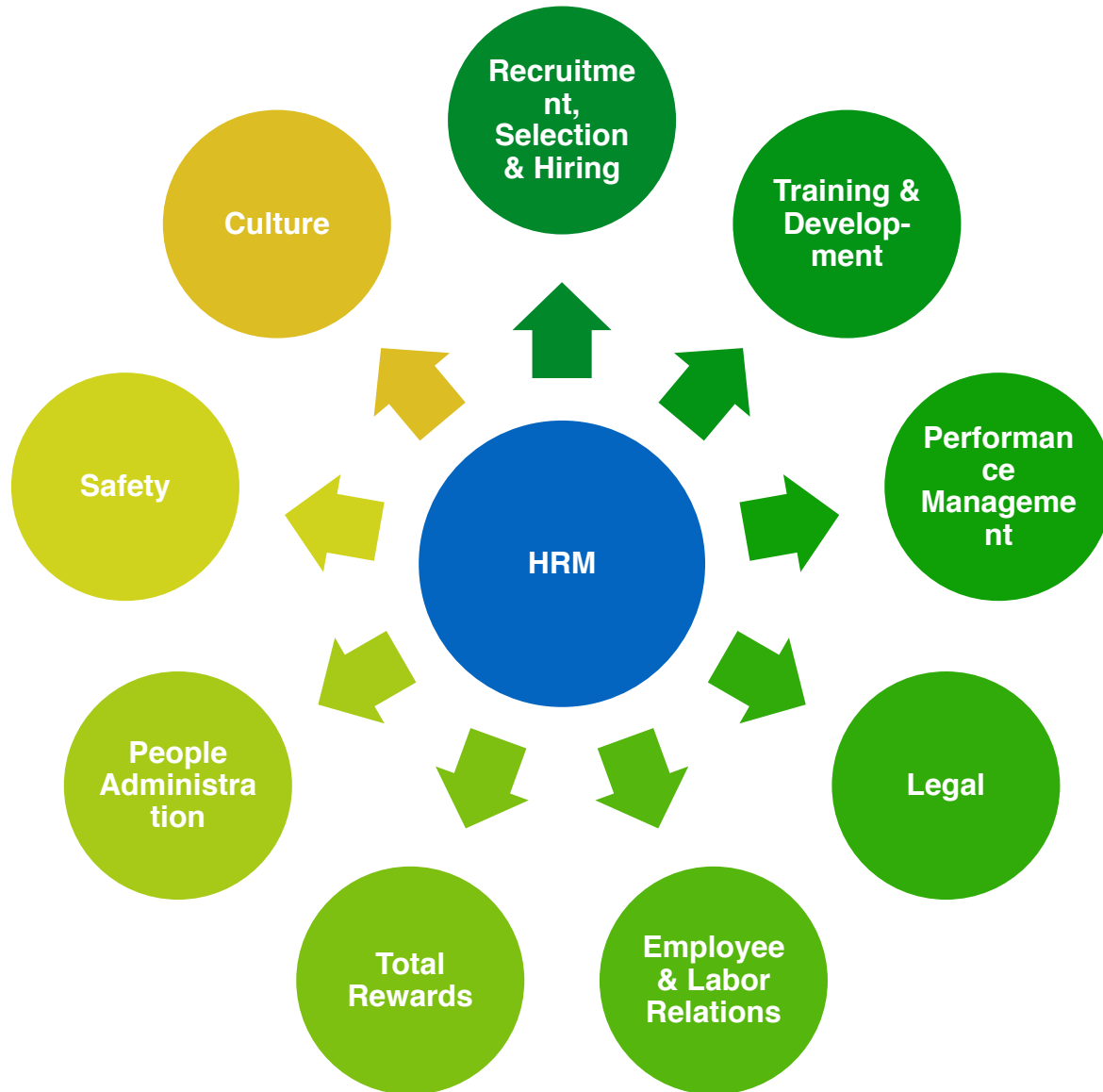
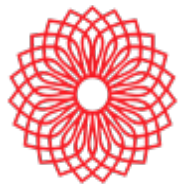
- ABC's of HR
- Recipe for Building Teams
- Legal issues in the work place
- Engagement



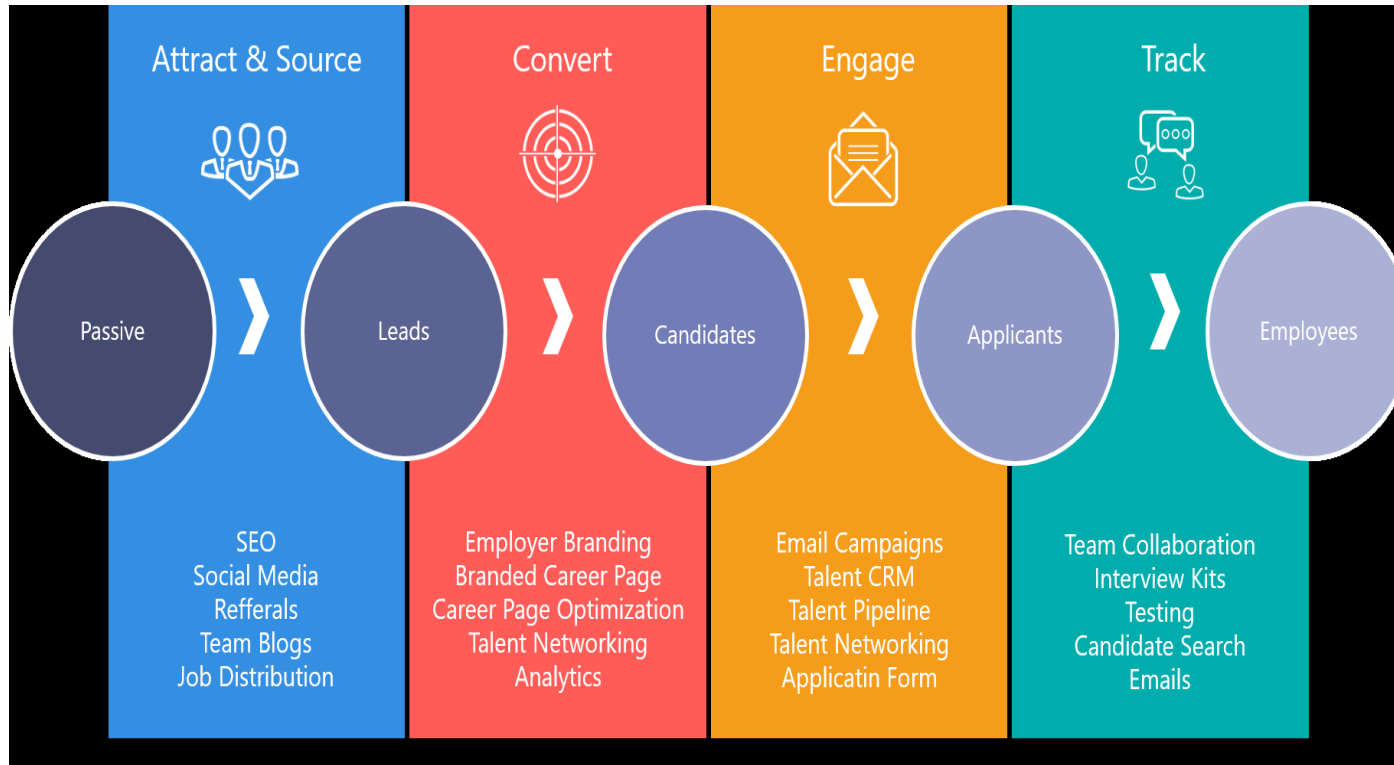
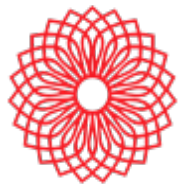
Building a great organization happens through everyday words and actions, not through a series of major one-time initiatives."



HUMAN RESOURCE MANAGEMENT

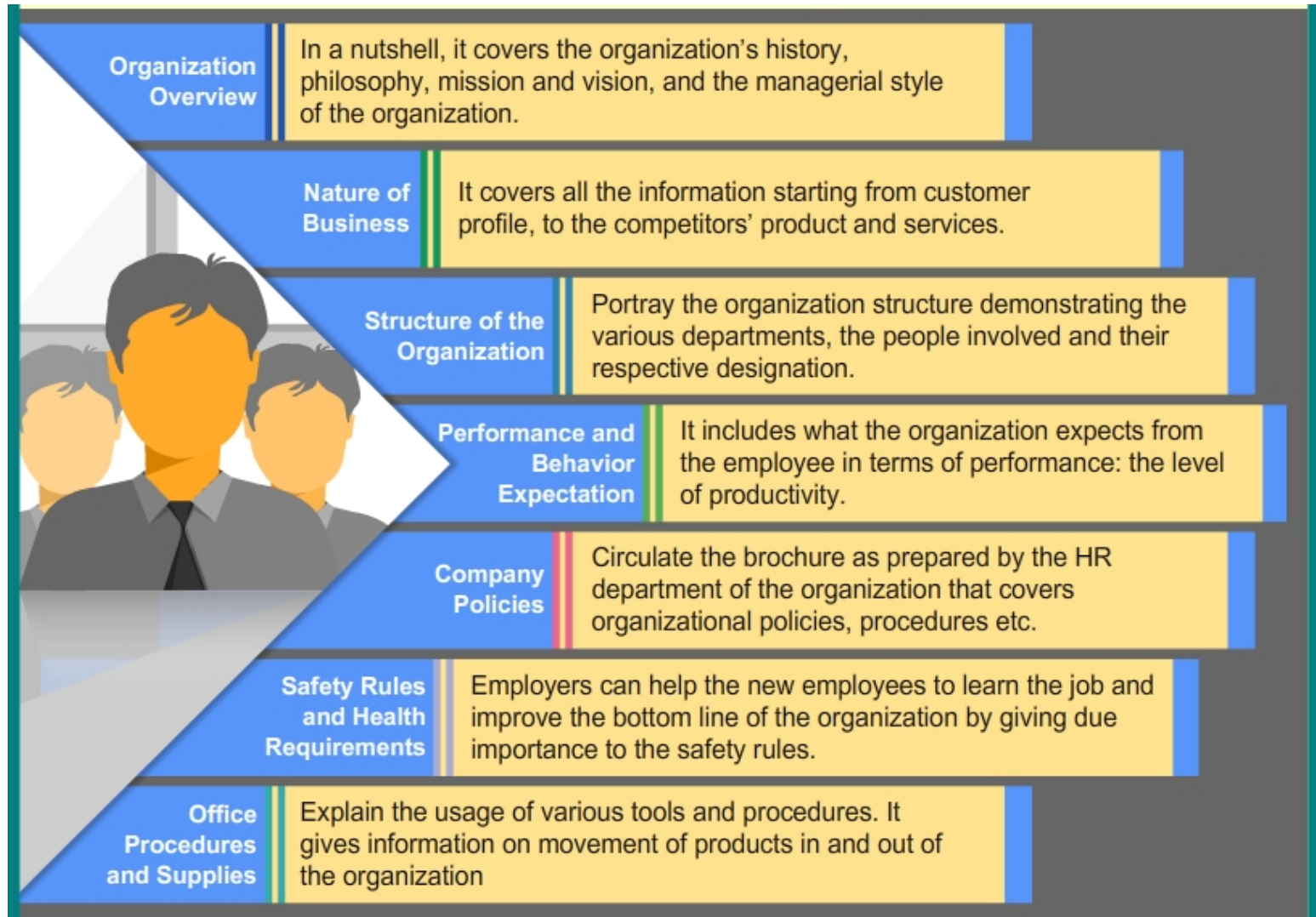
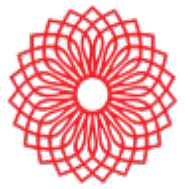


RECRUITING

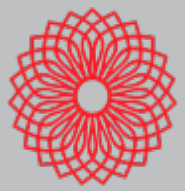


WHAT'S WORKING FOR YOU?

ORIENTATION

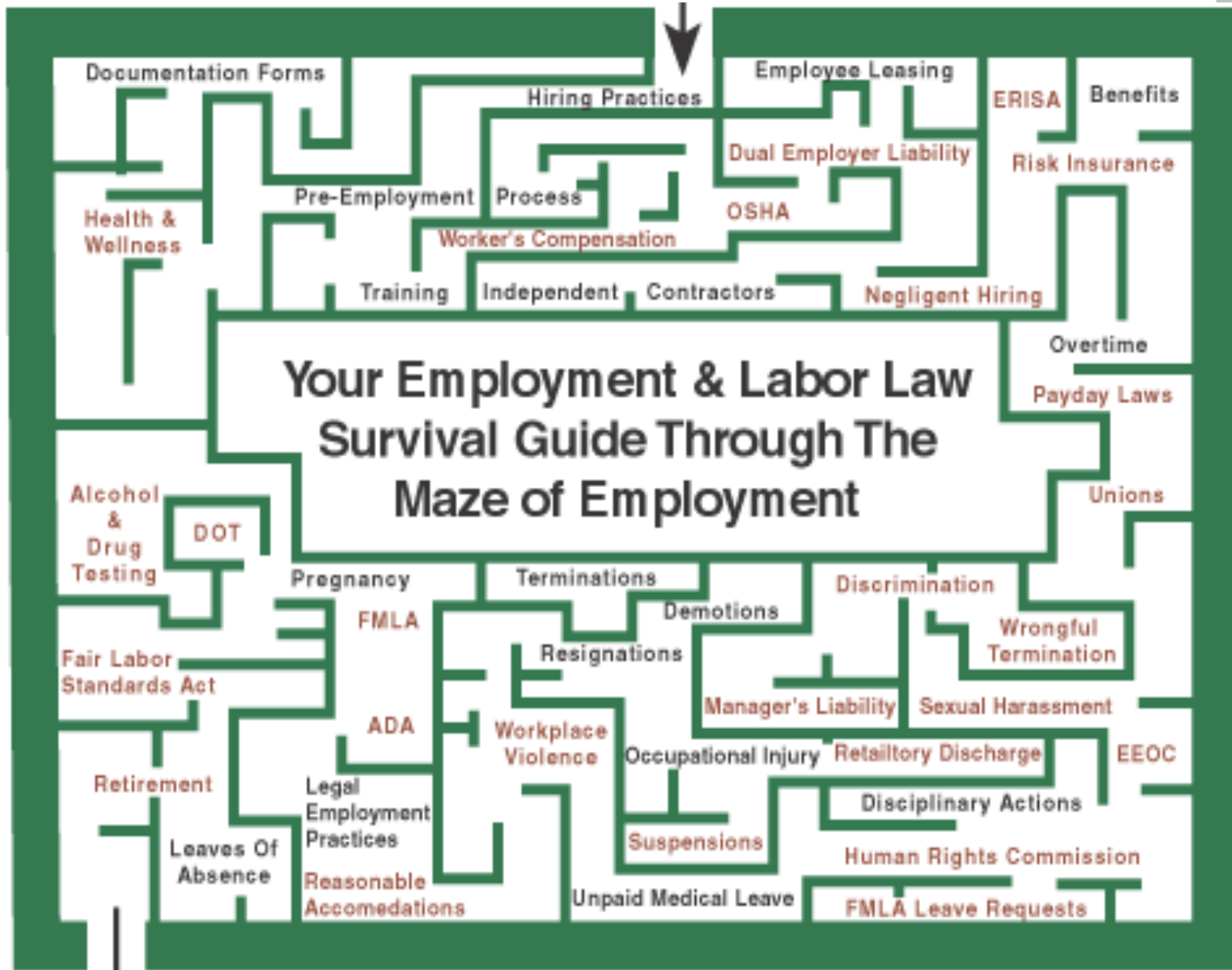
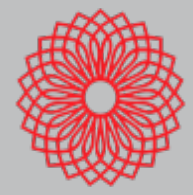


On-Boarding For Success

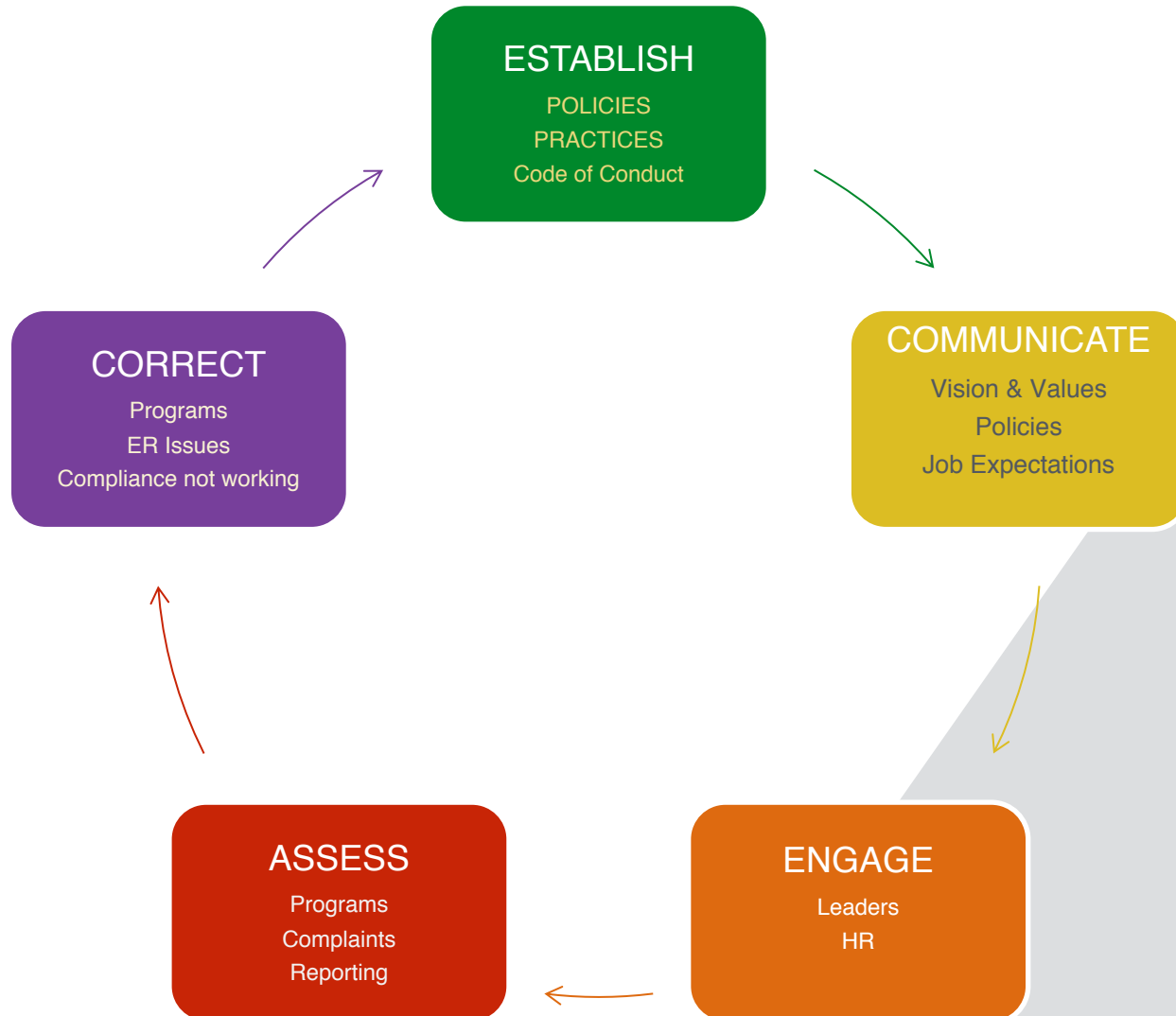
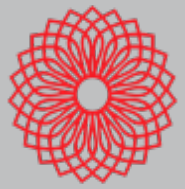


Check in Routine

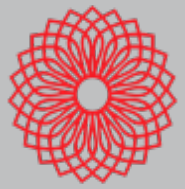
Day 1	30 Days	90 Days	Stay Interviews
Your Role	Return to Role	Do we have the right fit	What do you like
Your Responsibilities	Re-visit Responsibilities	What might not be working for you and why?	Your favorite drink
Your Commitment to studio shifts/communication/studio specific expectations/team introductions	Remind of your expectations – shifts/communication/subbing/team player	Reminder of commitments and responsibilities	Life Interests/Goals/Future in Barre3 Support from me
What questions do you have and how can I help?	What questions do you have and how can I help?	What Questions do you have and how can I help?	



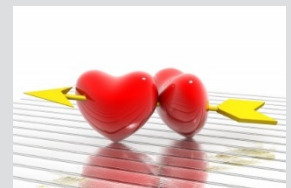
LIFECYCLE OF HR COMPLIANCE



DATING IN THE WORKPLACE



- Establish a clear and fair employee dating policy
Educate your employees - including supervisors and managers - on your company's sexual harassment policy.
- Provide training for supervisors and managers on how to handle employee dating in the work place.
- Encourage a culture of transparency for employee relationships in order to eliminate gossip and mitigate the potential impact of two employees dating.
- Encourage couples to come forward and inform the appropriate person in their chain of command or HR department about their relationship without fear of penalty.
- Make the process for the reporting of inappropriate activities in the workplace.



Other illegal behaviors that might surprise you

As with the hugging case, many employers have found themselves embroiled in lawsuits for things they (or their supervisors) didn't realize could rise to the level of illegal conduct. In the right context, any of the following behaviors could form the basis of a legal claim:

Refusing to use the correct name or pronoun for a transgender individual. The correct name or pronoun is the one the employee prefers.

Regular yelling, even if it doesn't involve membership in a protected class. This could lead to a claim of intentional infliction of emotional distress.

Giving an employee an unwelcome nickname that has to do with age, sex, race, or racial stereotypes, religion, etc. In a case in the United Kingdom, an employee who was nicknamed "Yoda" by his colleagues used the moniker as evidence of age discrimination. Such evidence could likely be presented in a U.S. court as well.

Mocking someone who doesn't conform to stereotypes about behaviors or appearances related to protected classes.

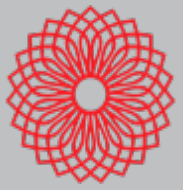
Remember, too, that members of the same protected class aren't free to harass others on that basis.

Subordinates bullying a manager. Certainly rarer than the reverse, but it can still be illegal harassment.

Online harassment. Employees who lash out at one another online are not an exception to an employer's obligation to prevent and address workplace harassment.



HARRASSMENT REMINDER



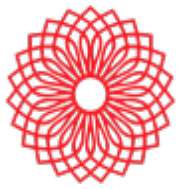
You will NEVER know the balance to determine offensive behavior - our external worlds and internal worlds are complex and heavily influenced by our past experiences.

Workplace harassment is an issue that involves two words...

1. Your external world
2. Your internal world



LEGAL RESOURCES



Employment | Business Attorney

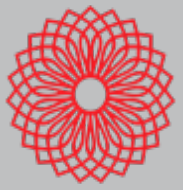
BOLI Website – www.boli.gov

HR Consultant | Outsourced

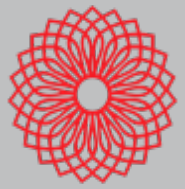
HR On Demand – check with your insurance brokers! (<https://corp.thinkhr.com>)

The Resourceful Manager
www.resourcefulmanager.com.

ENGAGEMENT



ENGAGEMENT



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TOP 5 factors make employees HAPPY in job



26.2% Role and Responsibility



25.4% Relationship with colleague and boss



20.8% Salary



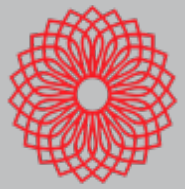
19.4% Work-Life Balance



18.6% The benefits and incentives

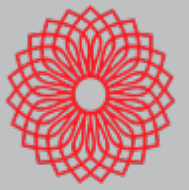


SETTING EXPECTATIONS



- ✓ Communicate the Employee's Role
- ✓ Communicate the Position Requirements
- ✓ Communicate YOUR Expectations
- ✓ Communicate AGAIN!

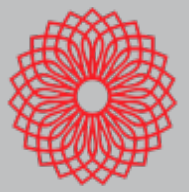




FIND THE FUN!



Key Learning and Action Plan



1. What are the top 2-3 things you learned today that you could immediately put to use?
1. How will you apply those things back on the job?



THANK YOU!



Susan Wallin

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