

2011 NCSHRM State Conference



HR Competencies

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Presentation Overview

- HR Body of Knowledge
- Core Competencies
- Networking
- Planning for your Future

HR Body of Knowledge

- Strategic Business Management
- Workforce Planning & Employment
- Human Resource Development
- Total Rewards
- Employee & Labor Relations
- Risk Management

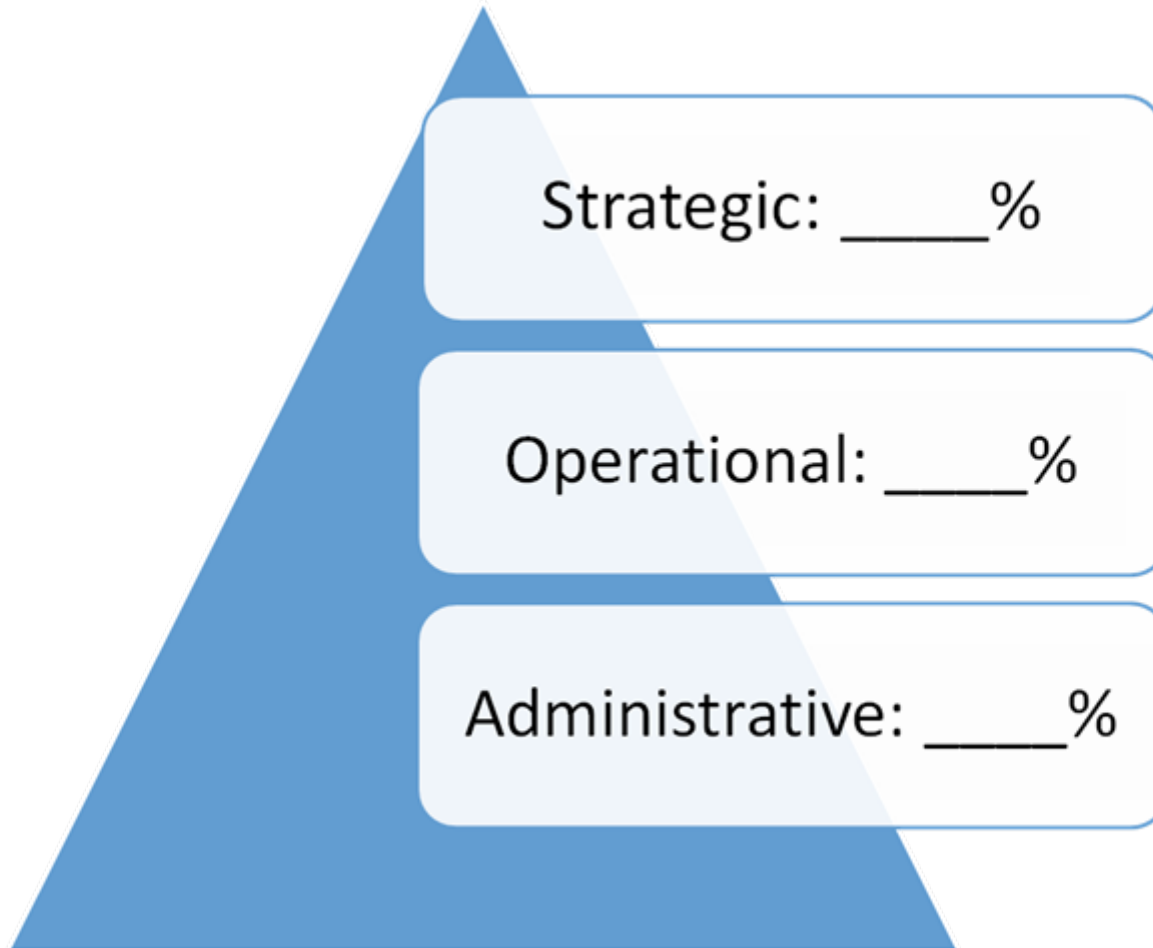
What is the Focus of your Job?



Primary HR Roles



What is the Focus of your Job?



Strategic HR

- Process of taking a long-term approach to HR in order to help an organization gain or keep its competitive advantage
- Develop and implement HR policies and programs that address and solve business problems and directly contribute to major, long-term business objectives

Strategic HR

Key Areas

Environmental Scanning

Business Functions & Challenges

Strategic Planning/Change

Organizational Structure

HR Functions, Integration & Alignment

Emerging Technology and Regulations

Business /HR Metrics, Research, Analysis, and Reporting

Ethics

Workforce Planning & Employment

Key Areas

Workforce Planning

Job Design

Sourcing/Recruiting

Selection

Hiring/Onboarding

Separation

Compliance

Human Resource Development

Key Areas

Competency Identification

Competency Assessment

Performance Evaluation

Planning/Program Design

Development Activities

Talent Continuity

Compliance

Total Rewards

Key Areas

Philosophy/Strategy

Analyses

Compensation Program

Payroll

Statutory Benefits

Healthcare/Medical

Retirement

Other Benefits

Compliance

Employee & Labor Relations

Key Areas

Policies, Procedures, Standards & Code of Conduct

Communications

Climate/Morale

Problem Solving & Conflict Resolution

Discipline

Protected Activities

Union Organizing, Negotiations, & Dispute Resolution

Compliance

Risk Management

Key Areas

Safety & Health

Security

Workers Compensation

Compliance

Core Competencies

Administrative	Operational	Strategic
Knowledge of function and assigned tasks; understands how work impacts others	Knowledge of plan/ program goals and relationship to other plans/goals	Knowledge of organization and business functions and how they contribute to business strategy
Proficiency with related technology	Ability to plan, execute, evaluate, and use technology and results for continuous improvement	Breadth of HR expertise; demonstrates systems approach to planning, metrics, and technology
Good communication skills; works well with others	Excellent communicator; builds relationships; effectively supervises others, if applicable	Ability to inspire others and communicate successfully with internal and external stakeholders to achieve results
Ability to manage multiple priorities	Able to organize and manage multiple priorities	Ability to delegate effectively and hold others accountable
Ability to focus; detail and schedule oriented; accurate	Critical thinker	Strategic and critical thinker

Networking – The Forgotten Competency

- Relationships are everything!



- Networking is absolutely critical for success in your position and career advancement
 - Internal
 - External

What Are Your Competencies?



- Identify your level of competence for each core competency that relates to your current and desired position (consider job content)
- Discuss your results with your partner

Competency Development Plan

- What would help you improve success in your current position?



Competency Development Plan

- What will help you prepare for success in your desired position?



Resources

- SHRM
- State Conference
- Chapter Programs
- Academic/Training
- Other
- Don't forget networking!

Thanks for Participating!



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