

One-Person HR Department



What you need to know and how to get it all done

According to Bloomberg Law HR Department Benchmarks and Analysis, HR departments average 1.5 HR professionals for every 100 employees. Of the estimated 5.6 million businesses across the U.S., 98.2% employ less than 100 people according to the U.S. Census Bureau. This means hundreds of thousands of HR professionals throughout the country are working on their own, with little or no support. During this interactive 3-hour seminar, HR professionals of all tenures will learn vital information necessary to run a successful Human Resources department solo.

Being the only administrator available to answer the phone when someone needs help or advice, as well as the only person to manage onboarding, offboarding, orientation, benefits, evaluation, disciplinary and termination processes is one of the major differences between large organizations with a Human Resources team and small organizations with one HR administrator. Working tirelessly as the only HR associate is unimaginably difficult. When pressed for time and attention, critical responsibilities can easily be missed, putting you and your organization at risk.

What You'll Learn

- How to build a case for your inclusion within the management structure. If you're not on your organization's leadership team, you should be.
- Suggestions for participating as a witness in counseling, disciplinary and termination discussions and tips for preparing managers who will lead such sessions.
- Methods to ensure you have the necessary expertise and resources to conduct thorough and effective investigations.
- Simple time management techniques to get organized and stay on top of HR's ever-growing and changing workload.
- Crucial hiring strategies to help identify the best candidates.
- Solutions for onboarding as a solo HR department and what you should cover during employee orientation.
- Important details on what you need to tell your front-line supervisors about documentation and retention requirements.
- What to know now regarding critical employment laws, such as CARES, EEOC, FMLA, HIPAA, OSHA and more, as well as where to find resources to stay informed about current issues and legislation changes that can impact your organization's legal well-being.