



Human Resource Training I



Welcome & Introduction



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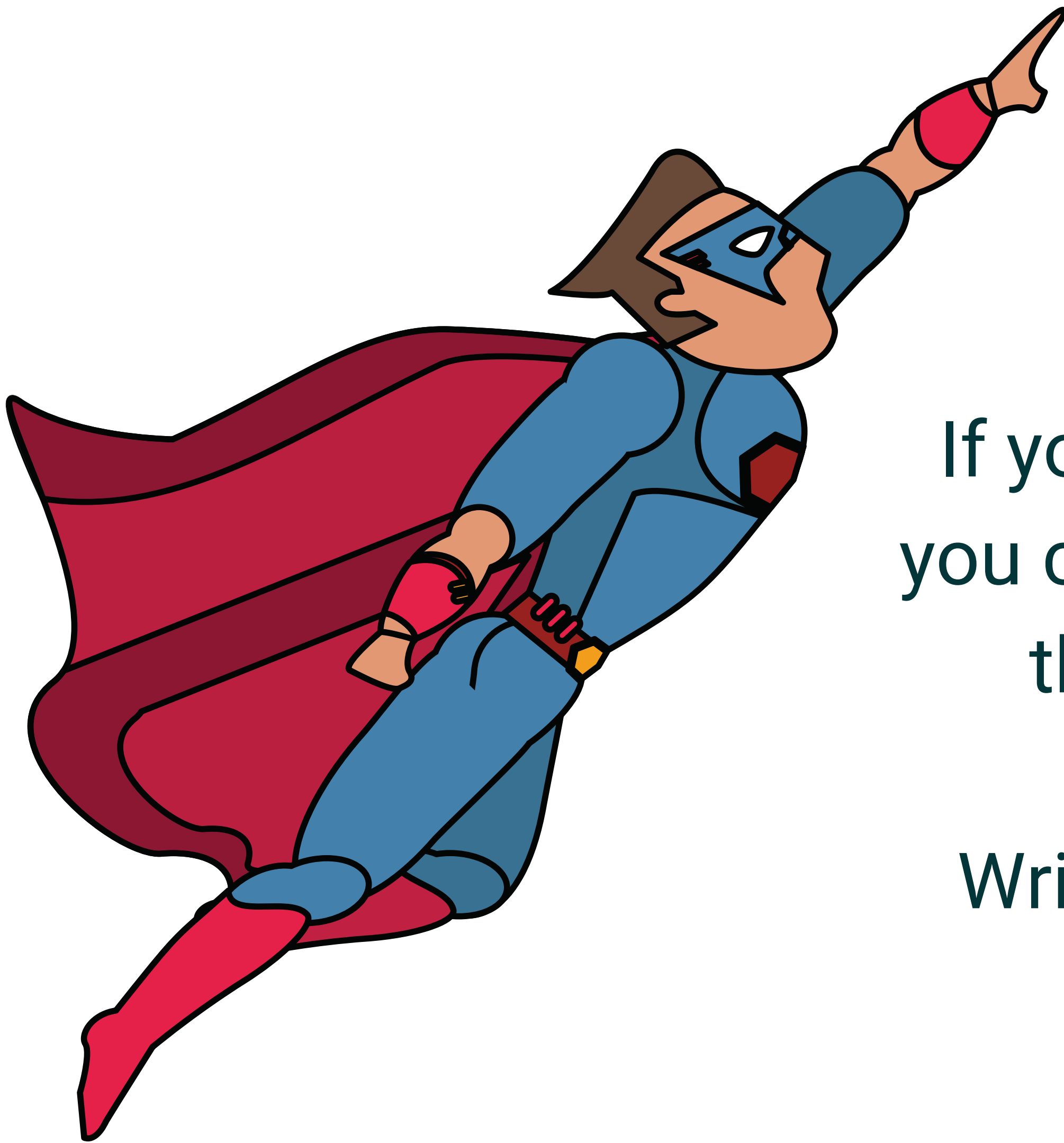
People Development Partner, HR Professional, Career
Coach & Author

Focus

03



- *Defining HR and its importance to the workforce*
- *Determining start-up staffing needs*
- *Staff needs vs. budgetary constraints*
- *Different types of team members (paid, unpaid, interns, volunteers)*
- *Benefits that can be provided to unpaid team members*
- *Recruiting (different strategies for paid vs unpaid positions)*
- *Reviewing applications/CVs and what to look for in a candidate*
- *How to conduct interviews with candidates*
- *Making a final hiring decision*
- *Creating employee-employer expectations/goals*
- *Tips for team cohesion*



Let's Break The Ice

If you had super powers, and you could have or change just 1 thing, what would it be ?

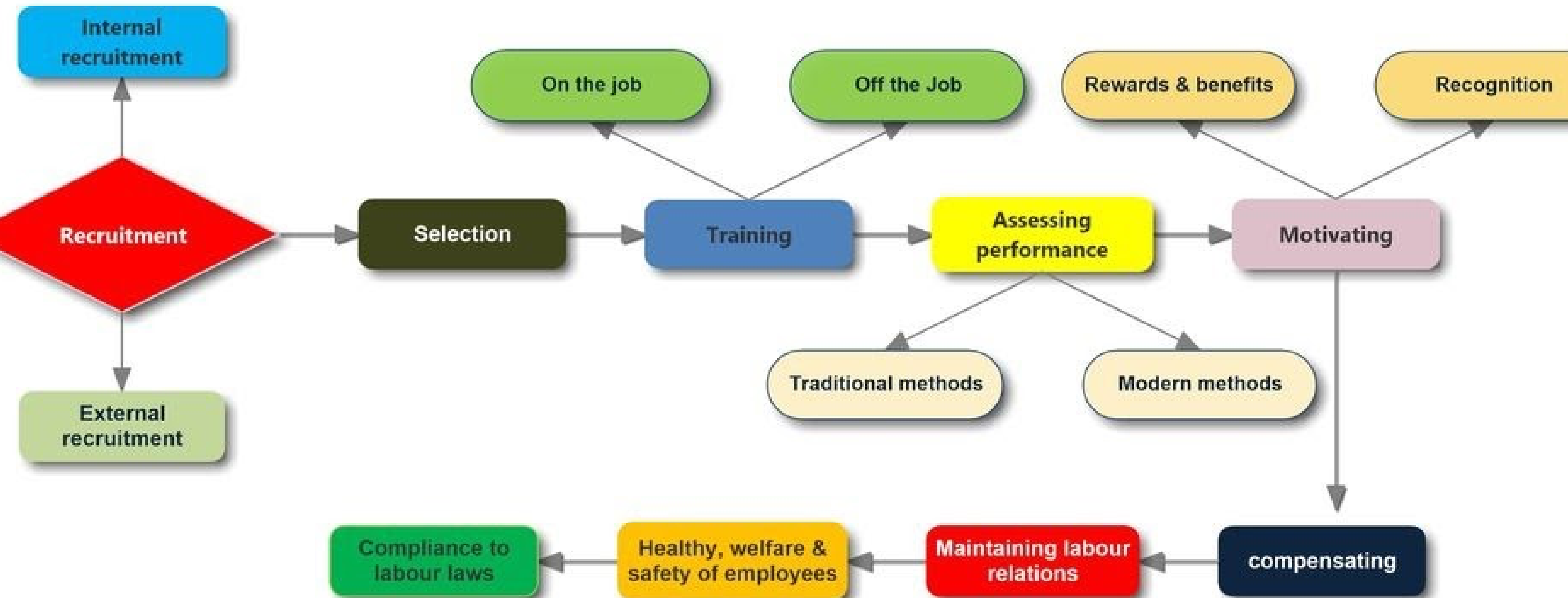
Write for me in the chat box.

INTRODUCTION

- **Human Resource(s):** supply of people for the execution of a particular task or project
- **Human Resource management:** proper utilisation of available skilled workforce in order to achieve the strategic goals and objectives of the organization.
- This involves the process of recruiting, selecting, training, compensating, appraising, monitoring, motivating and overall management of an employee's lifecycle in an organization



THE ELEMENTS OF HRM



HRM ACTIVITIES

Recruitment &
Onboarding

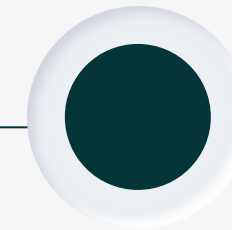
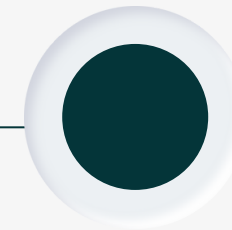
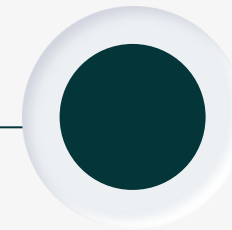
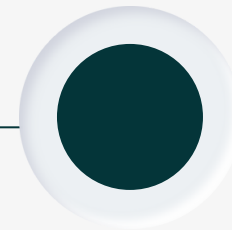
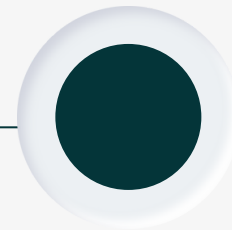
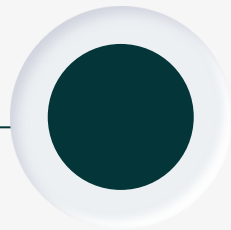
Compensation
& Rewards

Conflict
Management

Learning &
Development

Performance
Management

Health &
Safety



IMPORTANCE OF HRM

To maintain quality of work life (relationship between working condition with management)

To increase productivity and profit

To produce employees who are easily adaptable to change

To match demand and supply of human resources

To retain employees and motivate them to accomplish company's goals

To recognise merit and contribution of employee

To create a feeling of belongingness and team spirit in employees

To resolve and manage conflicts

To develop corporate image



“Human Resources isn't the thing we do, it is the thing
that runs our business”

-Steve Wine

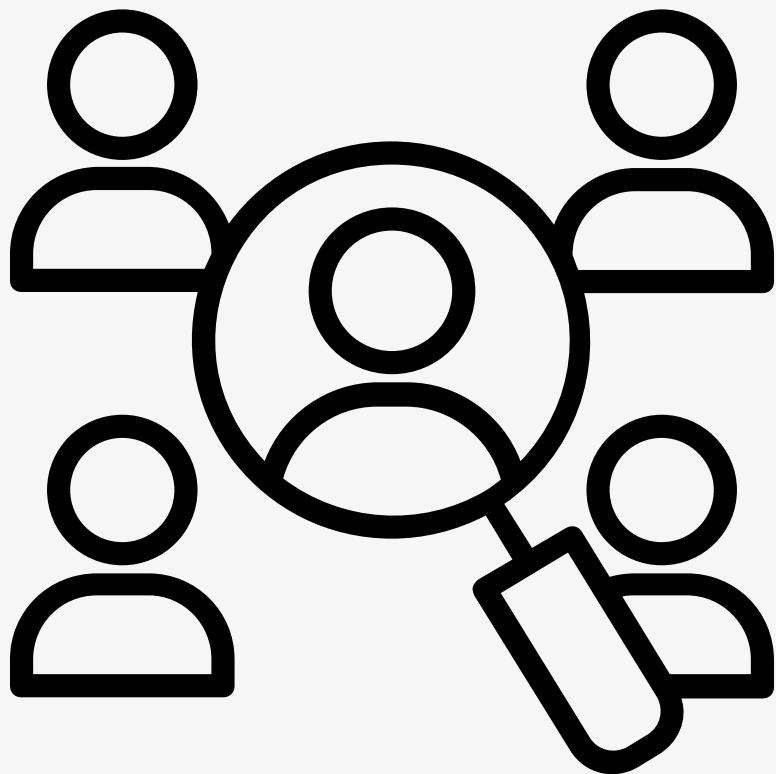
“Great vision without great people is irrelevant”

-Jim Collins

DETERMINING START-UP STAFFING NEEDS

As a start-up founder, it is important to know that not every position would be needed in your first few years hence It is usually advisable to start with a lean workforce.

The following steps are to be considered when staffing your start-up



Define your immediate business needs by highlighting critical areas of your business that directly generates revenue

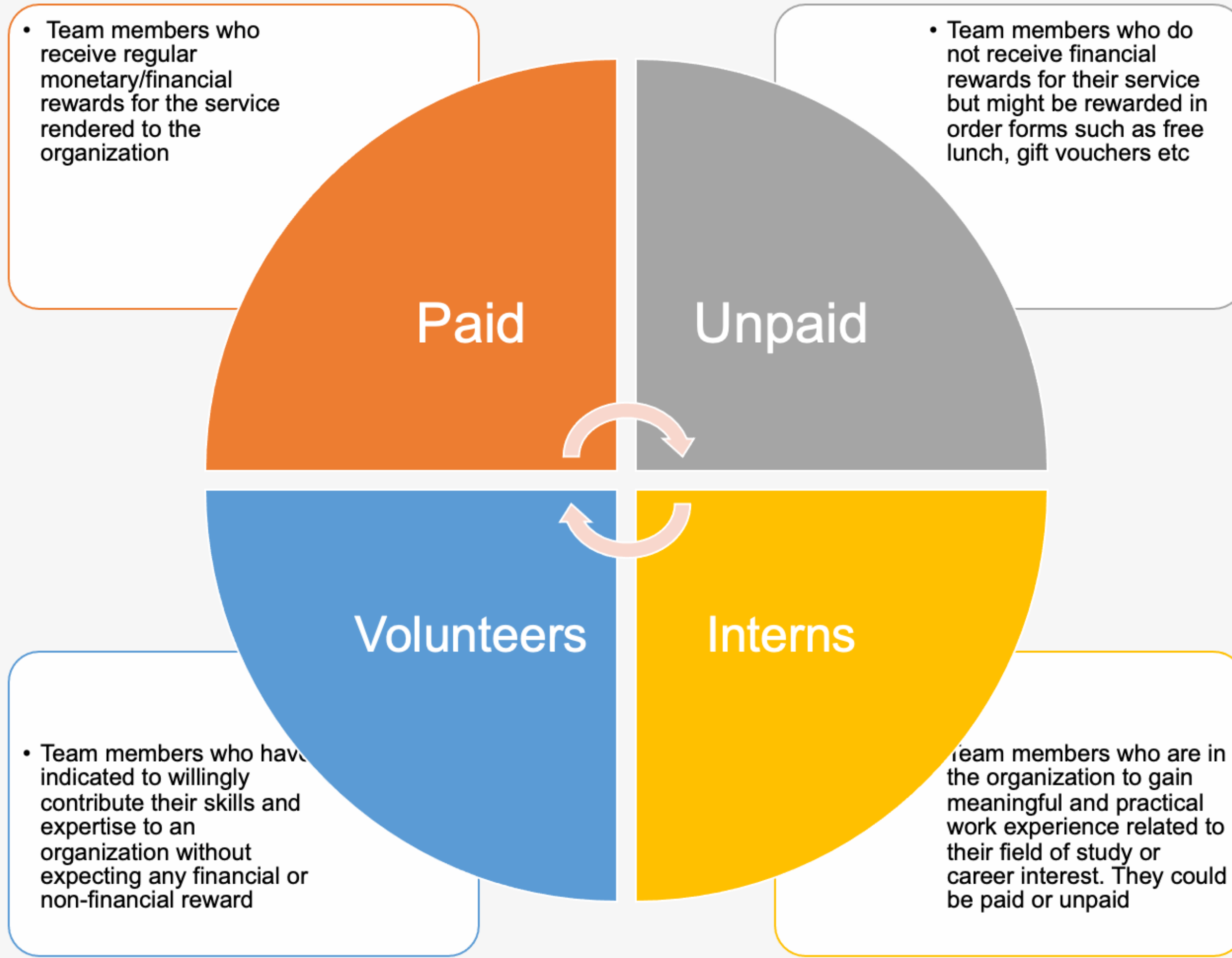
Create your compensation plan and check for sustainability

Outsource service functions to reduce administrative costs e.g payroll management, marketing, social media management etc.

Create a clear job description for the roles to be hired

Consider culture-fit as you consider competence

DIFFERENT TYPES OF TEAM MEMBERS

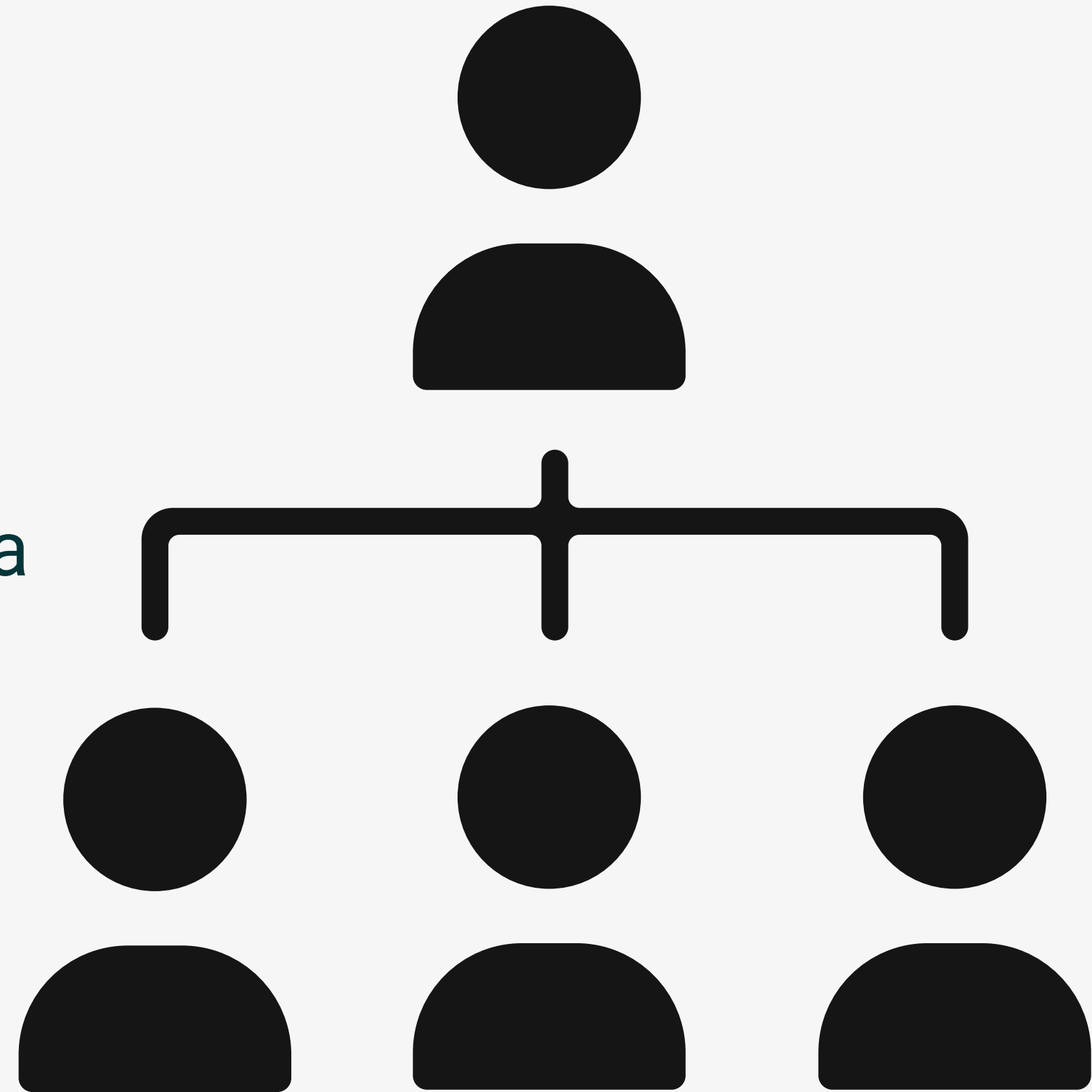




Let's discuss

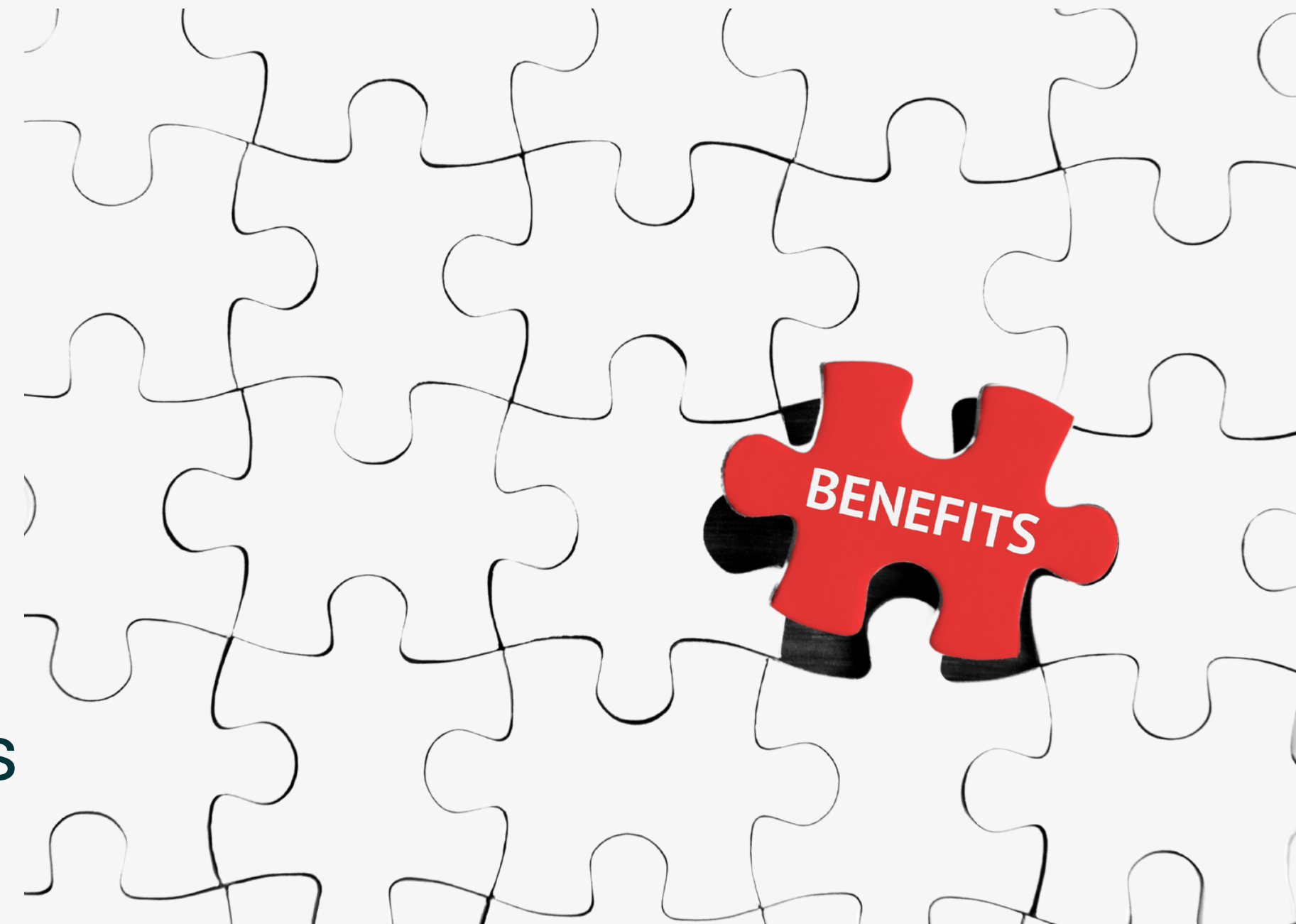
What are some possible
positions that a CBO will need
in its first year ?

- Founder/Co-founder/Executive Director
- General Secretary/Admin Manager
- PR/Communications Manager/Social media support
- Volunteers' Coordinator



BENEFITS THAT CAN BE PROVIDED FOR UNPAID TEAM MEMBERS

- Health Insurance
- Gift vouchers
- Free lunch
- Sponsored training
- Work flexibility/Unlimited leave days
- Mentorship



DIFFERENT STRATEGIES IN RECRUITING FOR PAID VS UNPAID POSITIONS

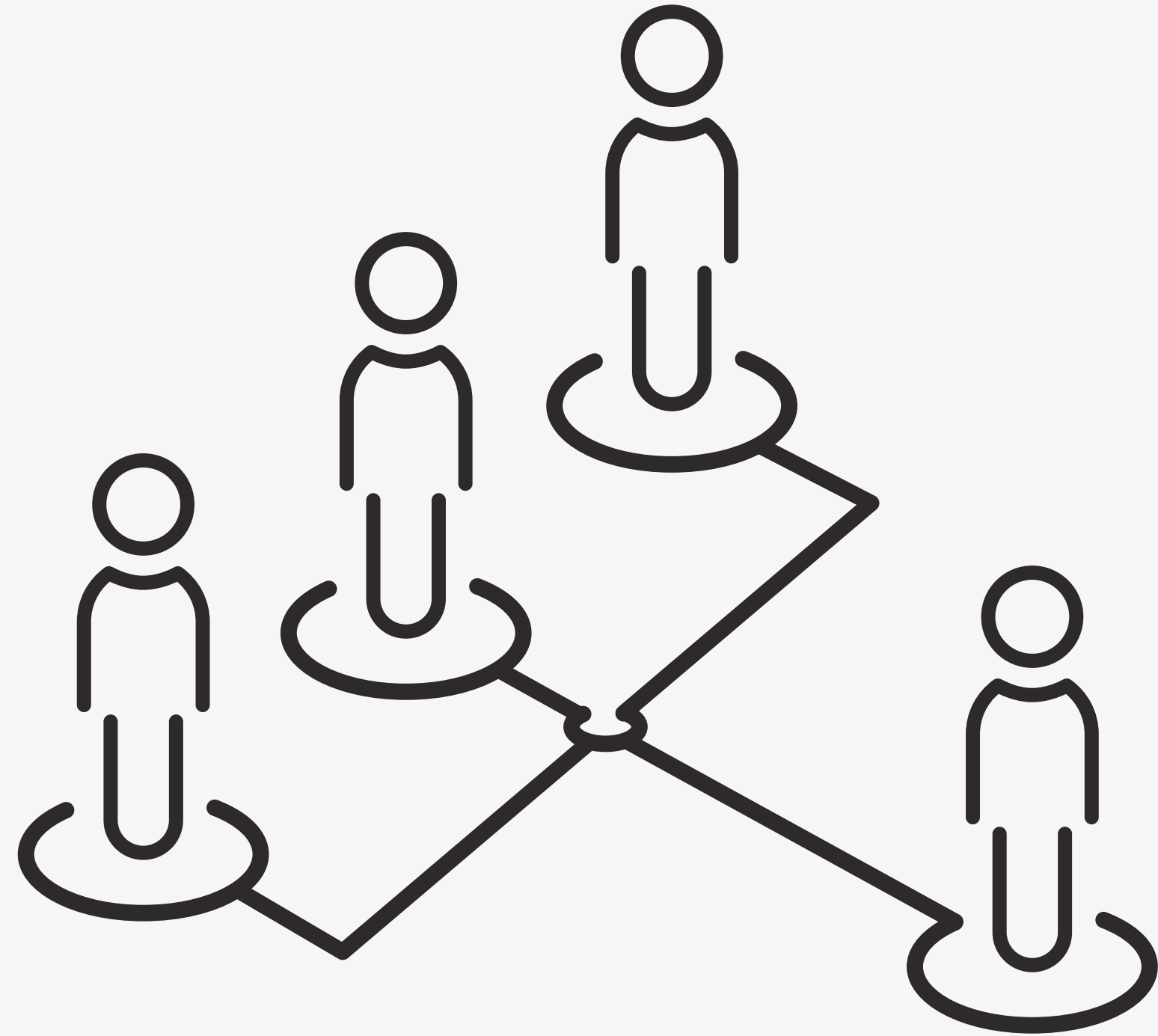
Paid Positions	Unpaid positions
Open Vacancy	Referrals & Networks
clearly state job requirements and compensation package	Avoid ambiguous job requirements and list other non-monetary benefits
Advertise from a problem-oriented angle	Advertise from a solution-oriented angle
Focus on both culture-fit and competence	Prioritise culture-fit over competence



Let's discuss

What are some critical positions that a financially bootstrapped start-up business would need?

- Founder/Co-founder/Executive Director
- HR/Admin Manager
- Digital Marketer/Social media manager
- Web developer



Conclusion

The presence or absence of HR activities can drastically improve or negatively affect the organization. One major objective of human resources management is to drive productivity by ensuring competent employees are hired and retained.

It is therefore important that every organization should be fully aware and engaged in HRM functions to drive business growth and development

**Any
questions?**



Thank You