

HR Toolkit for Comox Valley Employers

- Over 100 ways to succeed in the war for talent
- HR links, information and useful resources



Work Booklet 1 Introduction to Human Resources

BUSINESS
Economically Unconventional.
comox valley
Wildly Sophisticated.

BUSINESS

Welcome to the HR Toolkit for Comox Valley Employers

Find out how to recruit and retain high performing employees with over 100 tips on how to succeed in the war for talent. Useful resources, links, tools and other important Human Resources information for you company.

Comox Valley Economic Development

102-2435 Mansfield Drive
Courtenay, Vancouver Island
British Columbia, Canada V9N 2M2

Toll Free: 1.877.848.2427

Tel: 250.334.2427

Fax: 250.334.2414

www.businesscomoxvalley.com

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HR Toolkit Objectives

This toolkit is designed as a workbook to help you to:

1. Understand your unique business needs and how these needs translate into your business' human resources (HR) requirements.
2. Develop a successful HR strategy to support your business plan and growth strategy.
3. Attract, recruit, retain and develop the motivated employees that your business needs to succeed and prosper.
4. Locate helpful HR resources including:
 - government programs
 - service providers
 - useful organizations
 - other tool kits
 - reference materials

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How the HR Toolkit Works

- This toolkit is a workbook designed to help you through what's required to create a successful HR strategy. Good HR involves critically thinking of your business needs, developing guidelines and getting feedback from your staff.
- The toolkit is divided into ten key sections. Each section contains a summary outlining the rationale behind each of the elements presented. It is suggested that you set aside two hours per week to go through one of the sections. The entire workbook should take ten weeks to properly complete for maximum benefit.
- Each section will have questions and tips to guide you in developing the elements specific to your business.

Watch for these helpful icons...



Self Assessment

Questions to consider as you develop each section of your own human resource plan.



Action!

When you see the arrow symbol, you are required to take action and answer specific questions. These questions will help you to create your HR strategy.



Tools and templates

When you see a wrench symbol, it means there are specific tools or templates available in this toolkit to help you with HR tasks.



Information links

When you see an “@” symbol, it directs you to external sources of resources and/or information found in the appendix section of the tool kit.

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