Purpose by W.

PRACTICAL GUIDE

PEOPLE & CULTURE

People first.

Seven HR foundations every growing organization needs

> Small and growing organizations often run on goodwill and good intentions until something goes wrong. A few solid people foundations protect your team, your leaders and your reputation, and they free everyone to focus on the work that matters.

1 Clear roles and reporting

Every person should know what they're responsible for, who they report to and how decisions get made. Keep job descriptions short and current.

2 Core policies

Start with the essentials: employment terms, respectful workplace and harassment, health and safety, privacy, code of conduct, and remote work. Requirements differ by province, so check what applies where your people work.

3 Fair, consistent pay

Set salary ranges for each role, compare them with similar organizations, and apply them consistently. Pay is easier to explain when it follows a clear approach.

4 A real welcome

Plan each new person's first 30 days: who they'll meet, what they'll learn and what success looks like. Good onboarding is the cheapest retention tool there is.

5 Regular conversations

Short, regular check-ins about goals, support and growth work better than a once-a-year review. Write down what you agree.

6 Engagement: ask, listen, act

Run a short pulse survey or a few listening sessions. Share what you heard, pick one or two things to act on, and report back. Acting on what people tell you is what builds trust.

7 Room to grow

Make learning part of the job: mentoring, stretch assignments and short, practical learning that busy people can fit into their week.

A QUICK SELF-CHECK

- [ ] Could every employee find our core policies today?
- [ ] Does each role have a current description and a salary range?
- [ ] Does every new hire get a 30-day plan?
- [ ] When did we last ask our people how things are going, and what did we change?
- [ ] Does every manager know how to handle a complaint?

Need a hand with this?

I'm Wendy Mitchell, an independent strategy and leadership advisor. I help businesses, nonprofits and foundations across Canada put purpose to work.

Book a free 30-minute call
wendy@purposebyw.com
(613) 266-6427
purposebyw.com

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