

Presented by



Best People Management Practices for Small Businesses

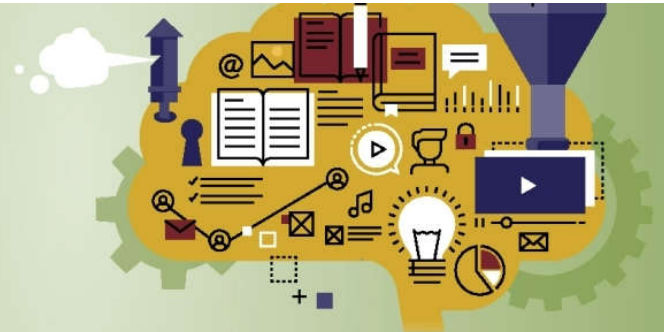
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Affinity HR Group

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Live Virtual Session Engagement Guide:



STEP 1

Make sure you have your webcam turned on. For the best audio quality we recommend utilizing a computer headset with a microphone.



STEP 2

Download the resources from the resource section of the session launch page.



STEP 3

Please keep your computer on **mute** during the 15 minutes of content between brainstorming sessions.



STEP 4

During brainstorming sessions, **please turn on** your microphone and webcam so you can talk with your peers.



STEP 5

After you have completed your assignments in the brainstorming session rooms, **please select Leave Meeting Room** and rejoin the larger group in the general session space.



STEP 6

If you have **questions**, please raise your hand using the **participants tab**. We'll ask you to turn on your mic to ask your question during the planned Q&A time.



STEP 7

Throughout the session you can **send a chat message** (located in the bottom of your screen) to the presenter, group or specific people.



STEP 8

Please note we will be recording the virtual conference for on-demand viewing, however your breakout session rooms will not be included in that recording.



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Agenda

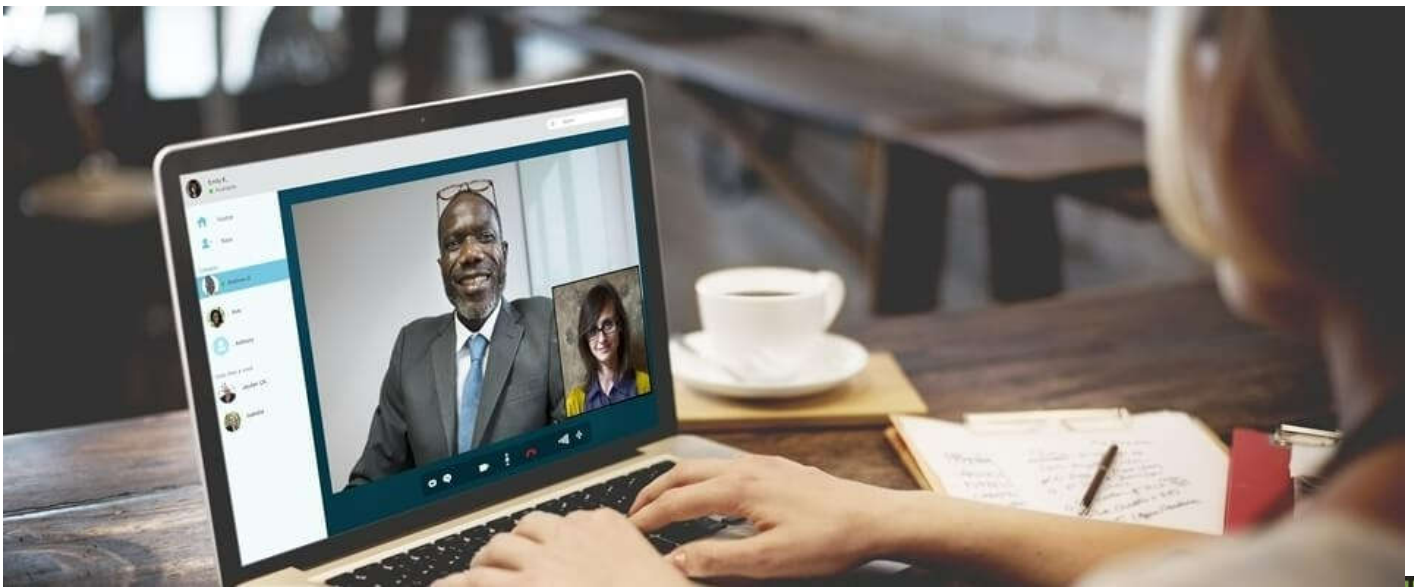
- Hiring, Onboarding & Engaging in 2020
 - Hiring to avoid legal landmines
 - Onboarding to ensure success
 - Reminders for employee engagement
- Essential Policies & Practices for Businesses of All Sizes
 - Employee classifications
 - Legal compliance
- COVID-19 Considerations
 - Remote work
 - Re-opening business
 - Fall 2020
 - Legal protections
- Small Group Discussion
- Q&A Session

Hiring, Onboarding & Engaging in 2020

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Hiring in 2020



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Ideal Interview

- Panel Interview
- Behavioral Interview Questions
- Google Prohibited Interview Questions
- Video Format
- Behavioral Testing



Onboarding

A photograph of a 'New Hire Development Plan' form from Affinity HR Group. The form is tilted and shows a structured layout for onboarding. It includes sections for 'Employee Name', 'Hiring Supervisor', 'Position', and 'Hire Date'. The main body is divided into three 'Week' sections (Week 1, Week 2, Week 3), each with a list of 'Objectives' (Objective 1 through Objective 5) and a 'Performance Feedback' section. A 'Learning objectives' section is also present, with a sub-section for 'Orientation (see Orientation Plan)'. A 'Trainer/Developer' column is on the right side of the form.

Employee Engagement

1. I know what's expected of me at work
2. I have the materials and equipment I need to do my work right
3. At work, I have the opportunity to do what I do best every day
4. In last 7 days I have received recognition or praise for doing good work
5. My supervisor or someone at work seems to care about me as a person
6. There is someone at work who encourages my development
7. At work, my opinions seem to count
8. The mission or purpose of my organization makes me feel my job is important
9. My associates or fellow employees are committed to doing good quality work
10. I have a best friend at work
11. In the last 6 months, someone at work has talked to me about my progress
12. This last year, I have had opportunities to learn and grow

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Employee Engagement

Feedback &
Communication

Opportunity

Respect

Relationships

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Essential Policies and Practices

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Common PPAI Client Mistakes

- Old or non-existent handbook
- Employee misclassification
- Inconsistent people management practices

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COVID-19 Issues

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COVID-19



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Current Issues

- Return to work
- Tele-commuting
- PTO Policies
- School reopening
- COVID exposures
- Liability waivers
- Mental Health



People Management Issues

Small Group Discussion

- Turn on your webcam and microphone to talk with your peers in the small group discussion rooms.
- Select Leave Meeting Room when your discussion is completed to return to the main session room and mute your microphone.
- If you don't want to participate in the small group discussion send a message to the moderator in the chat box.

Questions/Shares?

Feel free to ask questions on content or to share discussions held during your breakout

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Thank You!

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