

There's more to HR than putting out today's fire.

PRESENTED BY:

THE HR Team

Source: "How Small Business Owners Successfully Delegate HR"
www.shrm.org

Many small business owners treat HR much as they may treat fire safety:

The day-to-day pressures of running the organization may cause business owners to neglect even the basic steps that keep them in compliance, and, when an issue does ignite, they're forced to scramble.

54%

of small businesses handle employment matters themselves in order to save money.

But CEOs at these businesses often realize they'd be better off devoting their time to sales, technology and other functions.

70%

of businesses with 5-49 employees add HR onto the workload of employees with little to no experience in workforce issues.

Some 23% of the time, these "ad hoc HR managers" fill roles including office administrator, COO, or finance.

According to ADP's

Ad Hoc Human Resource Management Study, ad hoc HR managers (aHRMs) spend 20% of their time on workforce issues, but only 20% trust their abilities to manage HR "without making a mistake."

81%

of aHRMs aren't confident in their HR skills.

82%

of these same aHRMs have no formal HR training.

When to Delegate

Businesses require some kind of HR function as soon as they hire their first employee. However the time to begin delegating usually occurs sometime around the hiring of employee #10. It's around this time that an organization's leaders discover time can be spent more advantageously on other things.

Identify the Right Person


Many business owners make the mistake of assigning subordinates based on their role rather than their abilities. It's important to identify the right person – one who can keep everything confidential, be administratively organized, be an empathetic listener, and be able to understand people; but sometimes even that isn't enough, so you'll need a plan B.

Delegating Means Training

HR requires considerable knowledge, and one of the worst mistakes a business owners can make is to give HR responsibilities to someone who doesn't have education in at least the basics. Many states offer courses in technical assistance, but a few crash courses will never replace the education and experience of a true HR professional who has a degree and experience in HR related disciplines.

Be Prepared to Grow

Business owners aren't finished once they've named a point person for HR. An organization's needs change as it grows and adds locations and increasingly complex jobs. Companies with 25+ employees should have someone on staff who has at least some HR training. If not, they should seriously consider outsourcing to a professional HR team.



If you're tired of putting out workforce fires, The HR Team can help you cool off. Our outsourced HR model offers ongoing, proactive support tailored to suit your business' specific needs. As our client, you'll be assigned a dedicated, experienced professional to handle all of your HR needs.

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Development of Policies, Procedures, & Processes
Development of Career Paths | Defining Training & Development Needs
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