



Part 1: Finding and Hiring the Right Person

1.1 Hiring v Contracting Know the difference between W-2 & 1099.	
Learning Goals:	Deliverables:
<ul style="list-style-type: none"> Knowing when you hire each Setting up a 1099 contractor - overview of T&Cs The 3 "Non-" documents to have for everyone 	<ul style="list-style-type: none"> 1099 v w-2 assessment Organizational plan
1.2 You get what you pay for Make a compelling offer of employment	
Learning Goals:	Deliverables:
<ul style="list-style-type: none"> Base pay, bonuses and other pay programs Non-cash incentives and perquisites Market positioning v internal equity 	<ul style="list-style-type: none"> Templated offer letter Salary budget sheet Benefits for your firm
1.3 Payroll systems and PEOs Select the right payroll provider	
Learning Goals:	Deliverables:
<ul style="list-style-type: none"> Identifying the right payroll provider for you Overview of PEOs and what they do Insurance: worker's compensation, EPL, E&O, etc. 	<ul style="list-style-type: none"> Payroll requirements Short list of providers Key questions
1.4 Posting your job Define what you need done, by who and how often	
Learning Goals:	Deliverables:
<ul style="list-style-type: none"> How to plan and schedule work, chunking time, etc Delegation and designing jobs Writing a well-written Job Description. 	<ul style="list-style-type: none"> Your job description Additional job or activity descriptions
1.5 Finding your people Select the right candidates for your company	
Learning Goals:	Deliverables:
<ul style="list-style-type: none"> Job postings and career pages Screening out for skills and screening in for behaviors Behavioral interviewing and compliance A note on assessments. 	<ul style="list-style-type: none"> Live job posting Interviewed candidates

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Part 2: Setting up for Success

2.1 Onboarding Manage your new hire's first 90 days.	
Learning Goals:	Deliverables:
<ul style="list-style-type: none"> Setting goals & tying onboarding to culture Key check in and decision points Getting ready for Day 1 	<ul style="list-style-type: none"> 30/60/90 day onboarding plan new hire checklist
2.2 Policies and procedures What you need when	
Learning Goals:	Deliverables:
<ul style="list-style-type: none"> Key components of the employee handbook What to do when things go wrong 	<ul style="list-style-type: none"> List of policies Handbook framework
2.3 Performance Coach your people to bring their best	
Learning Goals:	Deliverables:
<ul style="list-style-type: none"> Performance Development v appraisal Leveraging Strengths Giving and receiving feedback effectively 	<ul style="list-style-type: none"> Performance review template
2.4 Culture and Values Define the behaviors that build your culture	
Learning Goals:	Deliverables:
<ul style="list-style-type: none"> Define and describe meaningful core values Effective and productive organizational culture When you might need a culture detox 	<ul style="list-style-type: none"> Brainstorming your core values exercise template n
2.5 Meeting rhythms Setting rhythms that support your work planning	
Learning Goals:	Deliverables:
<ul style="list-style-type: none"> Key attributes of an effective meeting Ideal rhythms for a small business Managing remote teams 	<ul style="list-style-type: none"> Meeting schedule for your team