

How To Guide

Tips to get the most out of the Flying Start People Toolkit



Tips to get the most out of the Flying Start People Toolkit

- The Flying Start People toolkit consists of checklists, tools and questions to help you “hit the ground running” in your new HR leadership role. The toolkit includes:
 - ❑ **Head Start** questions – more than 420 questions to help assess different parts of your HR function and identify focus areas for the first few months in the role.
 - ❑ **Company Essentials** checklist – examples of typical information and reports to track down and get to know the business quickly.
 - ❑ **Cut Through** questions – to get the most out of first interactions with your team, your leader and with stakeholders. It also includes useful consulting questions and questions to assess the health of a project.
 - ❑ **Tools & Templates:**
 - 90 Day Plan template
 - HR Strategy template
 - Tips to build commercial acumen
 - Definitions and tips for preparing HR Metrics
 - Questions to reflect on “where am I spending my time as a leader?”
 - Accountability matrix (RACI)
 - 1-1 meeting template
- The toolkit is designed to be practical and save you time. The checklists, tools and questions are succinct and easy to use. Check out the next few pages for examples of different business scenarios where the toolkit can be used.

Tips to get the most out of the Flying Start People Toolkit

- The Flying Start People Toolkit covers a broad range of HR activities. It focuses on the things an HR Manager will find most useful in the first few months in their role, but the checklists, questions and tools can be used throughout your HR career. Here are some scenarios to get you started.

Scenario	Explanation
<ul style="list-style-type: none"> Plan the first 3-6 months in the role. 	<ul style="list-style-type: none"> - Use the 90 Day Plan template to plan the first few months in the role.
<ul style="list-style-type: none"> Complete due diligence on HR processes. 	<ul style="list-style-type: none"> - Use the Due Diligence section in the Head Start questions as prompts that, together with your HR professional experience, will help you assess the HR function and prioritise your time.
<ul style="list-style-type: none"> First 1-1 with a team member or leader. 	<ul style="list-style-type: none"> - Ask each team member to complete the 1-1 template ahead of a meeting. It's a great way of summarising their view of priorities, challenges and where they need support. Use the Cut Through questions to focus the discussion.
<ul style="list-style-type: none"> First meeting with a key stakeholder. 	<ul style="list-style-type: none"> - Use the Consulting Questions to focus the meeting, establish what's important and manage expectations.
<ul style="list-style-type: none"> First meeting with person leading an HR project. 	<ul style="list-style-type: none"> - Use the Project Health Questions to gather information and assess the health of the project. Questions can be used in 1-1s, project/steering committee or stakeholder meetings.

Tips to get the most out of the Flying Start People Toolkit

Scenario	Explanation
<ul style="list-style-type: none"> ○ Get to know the new organisation. ○ Build an HR strategy ○ Help the team get to know my leadership style. Learn about what makes them thrive. ○ I've not been directly accountable for a particular area of HR before, or I've not managed a function for a long time. ○ It's unclear who is accountable for a process or piece of work. ○ I want to capture observations and ideas about the organisation while they are fresh. 	<ul style="list-style-type: none"> - Use the Company Essentials Checklist to track down information and get to know the organisation. - Work through the HR Strategy template with your team, your leader and stakeholders to gather information that will form the building blocks of your HR strategy. - Share leadership insights using the My Leadership Style template as part of the Cut Through Questions. - Choose from a wide selection of HR functions included in the Head Start Questions. Use targeted questions to assess the health of the function, define priorities and assess where you need to spend your time. - Work through the Accountability Matrix (RACI) with your team, your leader and stakeholders to confirm who is the decision maker, who is responsible for completing the work, who is consulted and who is informed. - Use the 90 Day Plan template to capture personal observations while they are fresh in your mind.

Tips to get the most out of the Flying Start People Toolkit

Scenario	Explanation
<ul style="list-style-type: none"> ○ I want to build commercial acumen in the HR team and continue to personally develop my business knowledge. ○ I'm not sure if the monthly HR Report is meeting business requirements. ○ I have an important stakeholder meeting in 20 minutes but haven't had time to prepare. ○ A multitude of HR suppliers have contacted me to request meetings. ○ I'm keen to capture observations that describe the culture of the organisation 	<ul style="list-style-type: none"> - Review the Commercial Acumen Tips. Allocate time at a team meeting to share examples of how the team has been developing commercial acumen. - Use the HR Metrics checklist to review the monthly report and assess how it's contributing to the business strategy. Test thinking with the team, your leader and stakeholders. - Use the Consulting Questions to prompt questions and get the most out of the discussion. - Work through the Third Party Suppliers questions as part of the Head Start Questions to understand how the organisation partners with HR suppliers currently and assess scale, performance, value for money, opportunities and challenges. - Use the Culture section as part of the Head Start Questions to gather information about the way things are done in the organisation.

Tips to get the most out of the Flying Start People Toolkit

Scenario	Explanation
<ul style="list-style-type: none"> ○ I'm preparing an HR budget for the first time. What should I include? ○ Are HR policies and procedures complete? ○ I want to review the learning and development activities. Where do I start? ○ How do I know if the current HR operating rhythm is effective? 	<ul style="list-style-type: none"> - Work through the Finance section in the Head Start Questions. Use the list of budget items as prompts for inclusion. Work with the HR team to understand how HR costs have been managed historically and ensure alignment with priorities and the HR strategy. - Use the HR Policies & Procedures section in the Head Start Questions to assess HR policies and procedures. - The Training & Development section in the Head Start Questions contains useful questions to assess the effectiveness of learning and development activities. - Use the Team Operating Rhythm section in the Head Start Questions to assess the current HR operating rhythm.