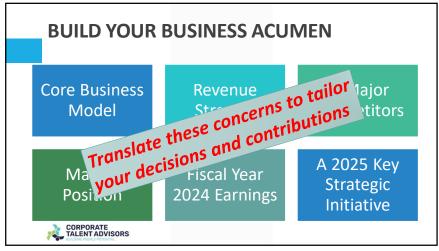


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### MAKE DATA-DRIVEN DECISIONS

- Leverage HR analytics measure the impact of HR programs and identify areas for improvement
- Present actionable insights provide management with data-backed recommendations to inform decision-making
- Develop metrics that align with business goals - ensure HR metrics are relevant to the company's strategic priorities

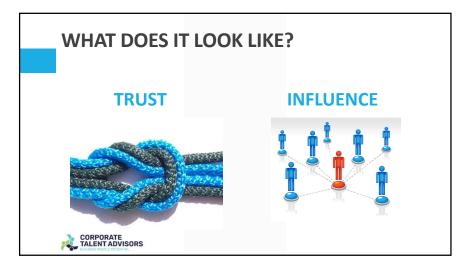




PRACTICE ACTIVE LISTENING AND INQUIRY
 Ask open-ended questions - go beyond simple yes/no answers
 Pay attention to both verbal and nonverbal cues - to understand their perspective
 Reflect back on key points - to ensure accurate understanding and to address concerns

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#### **COMMUNICATE EFFECTIVELY**

- Be honest, genuine, transparent, concise, and consistent - in words and actions
- Clearly communicate company policies, updates, regulations, and potential challenges
- leaders

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### **COLLABORATE TO SOLVE PROBLEMS**



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- Be proactive Identify potential issues before they escalate and present proactive solutions to management
- Foster a collaborative relationship involve leaders in decision-making processes whenever appropriate
- Be reliable deliver on commitments

### **BE THE EXPERT**

- Demonstrate expertise Stay updated on industry trends and legal compliance to provide reliable guidance to management.
- Position yourself as the SME proactively share relevant information
- Foster a collaborative relationship involve them in decision-making processes whenever appropriate.
- Don't just discuss problems research, evaluate, and proactively offer solid solutions



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# **STAY IN ALIGNMENT** Demonstrate alignment – between the organization's strategic goals and objectives and the HR initiatives to support them Back up recommendations - with relevant data and analysis to showcase the impact of HR decisions on business outcomes CORPORATE TALENT ADVISORS

# LISTEN..BUT BE QUIET

- Pay close attention to concerns and feedback, demonstrate genuine interest and understanding
- Listen actively ask questions, paraphrase back what was said
- Seek feedback and guidance
- Maintain confidentiality regarding sensitive information





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## **RESPECT THEIR ROLE**



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- Respect their time Be concise and prepared when interacting with senior
- Be aware of your body language Project confidence and professionalism in your interactions.
- Adapt your communication style Tailor your approach to each individual leader's preferred communication style.
- Be mindful of hierarchy Maintain appropriate professional boundaries while building relationships.

## **BUILD TRUST AND INFLUENCE**

- Be a trusted advisor Offer strategic advice and support to management, not just administrative tasks
- Maintain professional boundaries While building rapport, ensure professional conduct and appropriate communication
- Be mindful of cultural nuances Adapt communication style to fit the leader's preferred approach







**COLLABORATE** & FOSTER THE **RELATIONSHIP** 



**GROW YOUR BUSINESS UNDERSTANDING** 

- Regularly meet with key leaders -Actively seek insights into their pain points, priorities, plans
- Analyze business metrics Gain a comprehensive understanding of KPIs, ask where HR can contribute most effectively
- Stay informed about labor market -Keep up-to-date on competitors, local, and industry developments and their potential impact





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#### **ALIGN WITH ORGANIZATION'S STRATEGIES**



- Translate business strategy into HR initiatives - develop HR policies and programs to directly support strategic
- Align talent management with business needs - create a shared vision, focus on developing employees with the skills required for the future
- Communicate HR strategy clearly articulate how HR initiatives will contribute to organizational success and address potential concerns



# **BE OPEN AND TRANSPARENT**

- Regularly update stakeholders communicate key HR updates, initiatives, and progress to relevant parties
- Foster a culture of feedback encourage and actively solicit feedback from leaders on HR practices
- Address concerns promptly respond to manager feedback in a timely and professional manner.
- Be authentic, genuine, transparent communicate thoughts and perspectives openly





# THINK COLLABORATION FIRST



- Focus on shared values build relationships, and offer support to leaders
- Network strategically build relationships with key stakeholders, practice growing relationships daily
- Involve managers seek their input in HR process improvements
- Facilitate cross-functional collaboration between HR and a variety of departments to address complex organizational challenges

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#### **OWN IT**

- Be authentic, empathetic, and curious
- Be consistent in actions, reliable in commitments
- Regularly listen and work on understanding their perspective, pain, fears, frustrations
- Follow thru on actions, promises, assignments





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#### ALWAYS REMEMBER THE RELATIONSHIP



- Ask for feedback accept responsibility (and applause) for your actions and those of your
- Take ownership of mistakes actively work to rectify them, demonstrate integrity and commitment to improvement.
- Develop personal connections with all leaders through regular check-ins and open dialogue.
- Build rapport, find common ground, create a personal connection
- Continuously reflect on the relationship

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Build your business acumen

Be authentic, transparent, curious

Actively listen to their needs, align their goals with your work

Demonstrate your value by offering solutions and support

Seek out opportunities to learn, ask for guidance

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