

SYNOPSIS OF FINANCE WORKSHOP AND NETWORKING EVENT ON 14^h / 15th May 2013

HR Function in an SME

Outlined below are the key messages from each speaker, to access slides of their presentations please visit the EI corporate website at www.enterprise-ireland.com/financeforgrowth

Continuing the theme of the previous workshops in terms of developing a strategic plan, implementing and funding, Andrew Whelan and Jane Whelan from HR Compass outlined the main considerations for an organisation without a dedicated resource. Some key messages are outlined below:

- You need to match the business strategy with the HR strategy
- Link the co's performance to the individuals –i.e. if a company is well behind its targets it should not be possible for every individual in the company to achieve a 4 or 5 (on a scale of 1 to 5)
- Make every effort to ensure that you attend scheduled performance reviews – consistently rescheduling will send a strong message to your employee that you don't rate either them or the process
- It is essential to communicate clearly and unambiguously – an employee should always be able to answer
 - What is expected of them
 - When does it need to be done by
 - Know the skills, behaviour and knowledge necessary to undertake the task
- Performance management is a continuous process, it is not something that should be done just once a year
- Procedural fairness is very important – even if you have valid reasons for dismissing someone if the correct procedure has not been followed then it is likely that any legal proceedings will be found in the employees favour