



HRA-ECI

Human Resource Association of East Central Illinois



May 2017

9 Essential Skills of Human Resources Management

By: HR Daily Advisor

#1 Organization:

HR Management requires organized files, strong time management skills and being efficient.

#2 Multitasking:

HR professionals are constantly switching tasks from recruiting, to dealing with employee issues and questions.

#3 Dealing with Grey

It's not always black and white in HR, most decisions fall in the "grey area".

#4 Negotiation:

Sometimes there are opposing views and we have to find a middle ground.

#5 Communication:

HR professionals have to communicate with employees on all levels

#6 Discrete and Ethical:

There is a lot of confidential information that HR professionals are responsible for keeping

#7 Dual Focus

Advocate for your concerns but also enforce policies

#8 Conflict Management and Problem Solving

Not everyone gets along with everyone else, managing conflict.

#9 Change Management

Help the organization through constant changes.



May Meeting

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Topic:

Roundtable  
Discussion on  
Hot Topics

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**Friday,
May, 12th**

11:30AM -

1:00PM

WB's Pub N

Grub

430 West State St.

Charleston, IL

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Lunch will be  
ordered off of a  
short menu

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RSVP

By 5 PM

Wednesday

May 10th

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Bring plenty of  
business cards

For More Information see: <http://hrdailyadvisor.blr.com/2006/07/18/the-9-essential-skills-of-human-resources-management-how-many-do-you-have-2/#>

# THE FOUR KEYS TO BOLD HR

LESSONS FOR THE YEAR AHEAD  
JOSH BERSIN

BUSINESS LEADERS WHO ARE BOLD IN THEIR THINKING ARE 11X MORE LIKELY TO SUCCEED  
ZENGER FOLKMAN RESEARCH

BOLD in THINKING STRATEGY REDESIGN

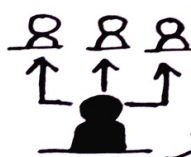
**B**UILD an irresistible organization



FOCUS ON ENGAGEMENT IN EVERY PROGRAM  
MEASURE MORE ~ CAPTURE FEEDBACK CONSTANTLY  
ASSIGN A CHIEF CULTURE OFFICER

BOLDLY HIRE FOR FIT

**O**WN the Leadership agenda

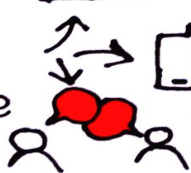


INVEST CONSISTENTLY AT ALL LEVELS

INVERT THE LEADERSHIP PYRAMID

LEADERSHIP IS A JOURNEY

**L**EVERAGE Learning everywhere



DRIVE ENGAGEMENT THROUGH LEARNING

EMBED LEARNING INTO WORK

BOLDLY RESKILL & RETOOL L&D

**D**EMAND data



DEMAND THAT HR GET GOOD AT DATA

FOCUS ON WHERE MONEY IS BEING MADE

INVEST AND BUILD CAPABILITIES

TANMAY VORA

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QASPIRE.COM

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