



people-focused strategies to transform the workplace

Human Resources Practices Review

An HR Practices Review is an opportunity to celebrate what is right, as well as assess how things might be done differently, more efficiently, and effectively. It can let you know if your HR practices are compliant and can save money by introducing tools to improve productivity, reduce turnover, and increase retention.

The HR Review includes:

- Face-to-face time with your company's HR staff & leadership team
- Resources notebook [print + electronic]
- Written report outlining findings and recommendations
- Follow-up meeting to review the report and recommendations

Topics covered:

1. Strategic Focus
2. Recruitment, Hiring & Onboarding
3. Retention
4. Performance Management
5. Discipline
6. Compensation & Benefits
7. Safety (HR Practices) & Workers' Compensation
8. Employee Separation
9. Employee Handbook
10. I-9 Forms
11. Personnel Files
12. Workplace Policies, Postings & Communication
13. Regulatory Issues & Compliance
14. What else is on your mind?

Remove your fear of
"I don't know what I don't know!"



Services in the *Transform!* Suite

HR ADVISORY SERVICES

Transform! HR Advisory Services features guidance on core HR processes, HR strategic planning and implementation, HR leader mentoring and development, and other services to help your HR function perform at its best.

LEADERSHIP DEVELOPMENT

Transform! Leadership Development teaches leaders how to guide a modern workforce in a way that inspires employees to give their best. Leaders become equipped to lead with clarity, coaching, and compassionate accountability; *not* intimidation and fear. Learn how to handle people problems in a way that re-inspires commitment without damaging the relationship with the employee.

TARGETED LEADERSHIP GROWTH

Transform! Targeted Leadership Growth is a professional leadership development journey. The focus is on discovery and measurable, intentional growth. Development needs are pinpointed for each participant and their growth plan is directly linked to a business challenge, strength, or pain point.

CONTINUOUS EMPLOYEE GROWTH

Transform! Continuous Employee Growth is a positive, forward-thinking replacement for traditional performance evaluations. *Transform!* is about helping people grow. It moves away from the negative, demoralizing effect of the rating systems of traditional appraisals. The process revolves around a coaching model to provide a means for planning and developing each employee.

STRATEGIC HIRING & ONBOARDING

Transform! Strategic Hiring is an applicant-centric recruiting and onboarding initiative that will dramatically increase your effectiveness in recruiting, employee engagement, and retention.

SUCCESSION PLANNING

Transform! Succession Planning focuses on assuring that appropriate bench strength is in place for replacing critical positions. It is a blueprint to help ensure that employees are being developed or recruited to fill key roles within the organization to meet future needs.



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Anita Buchanan Bio



Anita is the founder of *Transform! My Workplace*, a firm focused on helping businesses strengthen their operational, strategic, and people processes.

She provides managers with the training and skills they need to effectively manage today's demanding work force. She is skilled at turning around struggling HR functions, streamlining processes, setting strategic direction, and increasing operational efficiency.

She is gifted with both the ability to look at the big picture from a visioning and strategic perspective and can also step in and manage details and design efficient processes. Individuals naturally feel comfortable and sense her sincerity, compassion, and optimism.

Anita is the lead innovator and facilitator for the highly successful management training process, SM*Transform! Leadership Development*.

She holds a bachelor's degree in communications and a master's in business administration from Baker University. She is certified as a Senior Professional Human Resources (SPHR).

Anita has a heart for community service and supporting others in their professional growth. Current and previous service and leadership roles include:

- Mentor, **The Thread Women's Leadership Collective**, a professional organization nurturing the ambition in women to lead.
- Board member, **Raise My Head Foundation**, an organization serving women who have been victims of sex trafficking
- Board president, **Ability Point**, an organization providing services to individuals with developmental and intellectual disabilities
- President, **Kansas Association of Healthcare Communicators**
- Board member, **Kansas Hospital Human Resources Association**
- Board member, **Wichita Society for Human Resources Management**

