

# Innospark HR Playbook Series

2024

The intention of this Playbook Series is to provide you with operational guidance on a number of HR topics that can be used to support your organization at these early stages of growth. The material is segmented into three fundamental areas: (1) Policy Setting and Compliance; (2) Recruitment Strategy, Planning, Execution; and (3) Onboarding New Hires for Success. Additionally, an overview of potential Learning & Development topics that could prove useful to you and your core team is included as an area of future exploration.

Each Playbook contains content to assist your organization using a combination of workflows, infographics, checklists and templates. This content is designed to be both comprehensive and substantive as well as adaptable to customize however is most applicable.

The playbooks are based on extensive experience working with organizations just like you - with a focus on providing practical frameworks to support at the inflection point of growth. The material is designed to provide you and your teams with tools that are flexible and effective relative to hiring, developing and retaining high performance teams, even though you don't yet have a dedicated owner focused on the employee experience.

## Playbook Series Highlights:

- Materials are for guidance only - as you read through, you should expect that you'll need to make adjustments based on your specific business needs and current environment.
- The material is designed to be comprehensive, yet still light enough to not overburden you with process.
- The approach has been one of "building blocks". We will review and enhance the material as you begin to use the frameworks, infusing future iterations with your feedback as to what proved most useful to you and your team.
- These playbooks are geared toward your organization today - teams with under 50 employees. As needed, we'll introduce another series to support you as you scale over 50 to ensure you have increasing visibility on compliance requirements.
- Preparation, Clarity, and Assigned Ownership are common themes throughout all materials.

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Barbara Curran is a Senior HR Executive with over 25 years' experience partnering with CEOs, Leadership teams, and Investment Funds in emerging technology companies and mid-sized organizations at the inflection point of growth. Experienced across a wide range of HR areas including Executive Coaching, Talent Acquisition, Performance Management, Learning & Development and Employee Experience with a specific focus on creating and implementing programs to scale quickly and effectively. Deep expertise in creating global initiatives as well as integration success during multiple M&A events, with the focus on creating unified high performing teams in a distributed, multicultural, fast paced, entrepreneurial environment.