



*The week of **March 16 – 22, 2014** has been set aside to commend human resources professionals who work in hospitals and non-hospital organizations across the nation. They will be recognized for the daily issues they face in areas such as workforce, compensation and benefits, employee relations, talent management, wellness, etc. ASHHRA encourages everyone to get involved in this week-long celebration.*

MARCH
16 – 22,
2014

HEALTH CARE HR WEEK TOOLKIT

For questions or assistance,
Contact us at ashhra@aha.org | (312) 422-3720





About the Toolkit

This toolkit was designed to give health care HR professionals ideas on how to implement the daily activities created for Health Care HR Week. It is important to note that each organization is free to celebrate the week as they choose. ASHHRA has simply presented ideas for those who'd like to adopt them.

The toolkit lays out the activity for each day and provides tips on who should be involved, resources needed, and desired and actual (requires measurements by those involved) outcomes.

Table of Contents

	Page
Ideas to Celebrate Health Care HR Week (Schedule-at-a-Glance)	3
Idea 1: Unique HR Request Day	4
Idea 2: Know Your Health Care HR Professional Day	5 – 6
Idea 3: Pat-on-the-Back Day	7
Idea 4: Hospital Wellness Day	8 – 9
Idea 5: Luncheon Celebration	10
Idea 6: Cover-Me-for-Lunch Day	11
Idea 7: Career Fair Day	12



Health Care HR Week-at-a-Glance March 16 – 22, 2014

ASHHRA has designated the week of March 16 – 22, 2014, to commend health care human resources professionals for their hard work and dedication, and acknowledge their impact on health care human resources issues including workforce, compensation and benefits, employee relations, talent management and wellness. ASHHRA encourages all members of the health care community to get involved in recognizing the value and efforts of the health care HR professionals.

Date	Activity	Activity Description	Resources to Use
Sunday, March 16	Unique HR Request Day	Discover the most unique requests you and your colleagues in HR have ever received (without revealing any confidential information, of course!), and discuss how you addressed the request.	Unique requests from staff, coordinator, paper
Monday, March 17	<i>Know Your Health Care HR Professional Day</i>	Hold a contest using a brief questionnaire to ask hospital employees around the organization to define the responsibilities of the HR department. The top three winners will receive a prize.	Contest questions, list of prizes
Tuesday, March 18	Pat-on-the-Back Day	The CEO in your organization comes to say thank you to the HR Department.	Health Care HR Week Toolkit
Wednesday, March 19	Hospital Wellness Day	Hold an Employee Well-Being Expo – HR staff could set up tables to talk about health and fitness, invite suppliers on healthy foods, exercise, stress management, etc.; offer incentive for participating.	Health Care HR Week Toolkit, snack, give aways
Thursday, March 20	Luncheon Celebration	Hold a luncheon in your organization to celebrate the work of the HR professional and have others in the organization meet the HR staff.	Health Care HR Week Toolkit
Friday, March 21	Cover-Me-for-Lunch Day	For an hour and a half, the HR non-managers and managers switch jobs for a day; the goal is to learn what the other does day to day and gain a greater appreciation for one another.	Health Care HR Week Toolkit
Saturday, March 22	Career Fair Day	Invite the community to your organization for a career fair that includes career development activities such as resume writing, interviewing skills, networking strategies, seminars on getting hired, how to shine, turning a no into a yes, etc. , or visit a school to talk about careers in health care HR.	Health Care HR Week Toolkit, snack, give aways

NOTE: The events above are suggested by ASHHRA. Health care HR professionals can use them or create their own events. Also know that the events can be celebrated on the day that best aligns with the culture and operations of your organization, (i.e., the Monday event can be done on Tuesday or Wednesday's event can be done Friday).



Unique HR Request Day

Unique HR Request Day

Discover the most unique requests you and your colleagues in HR have ever received (without revealing any confidential information, of course!), and discuss how you addressed the request.

Activity Implementation

A coordinator can ask the HR staff to email them the most unique request they have ever received (without revealing any confidential information), and then print each response on a piece of paper to be posted on a board in a common area. One option is to have each staff guess who submitted which request (making it a game), and then discuss how the request was addressed.

Tools and Resources Needed

- Coordinator to collect and print responses
- Paper

Expected Outcome

The staff will learn about each other's experiences, and gain a deeper appreciation for the talent in the room after discussing how the requests were addressed.



Know Your Health Care HR Professional Day

Health Care Day Topics Defined

Hold a contest using a brief questionnaire to ask hospital employees around the organization to define the responsibilities of the HR department. The top three winners will receive a prize.

Activity Implementation

Create a list of questions to ask employees within the organization to find out how much they know about the role of human resources. The names of the employees who participate in the contest will be placed into a raffle drum for a chance to win a fabulous prize (prizes should be identified by each organization). To get everyone started, the organization can manage this activity in a couple of ways:

Option 1 – Quick & Easy:

Make the contest questions available in common areas of the organization along with a flyer describing how to participate and where and when to drop off completed questions.

Option 2 – Interpersonal Connection:

Invite the staff to the cafeteria or other common area for a 15-minute gathering to kick off the contest.

- 10:00 a.m.: All employees will be invited to gather together in a lounge and the HR manager can thank everyone for coming and give a quick overview on the contest and Health Care HR in general.
- 10:15 a.m.: Each employee gets a questionnaire with 10 questions. They need to answer these questions within 10 minutes and then drop them into a collection box.
- 10:20 a.m.: HR will collect all questionnaires from employees.
- Distribute a give away to all employees who met in the cafeteria as a special thanks for participating
- 2:00 p.m.: The HR department will draw the winners. At the discretion of HR, they can select the number of winners they choose. It would be great to also post the answers to the questions and the winners.

Tools and Resources Needed

- The questionnaire on “How Well do you Know Your HR Department”
- The flyer for posting around the organization

Duration of Activity:

Up to two hours or however long the department designates

Expected Outcome

General understanding of how HR can help each employee

Actual Outcome

Based upon the answers to the questions, HR will know how well the employees know what they do.



Know Your Health Care HR Professional Day *Cont.*

How Well do you Know Your HR Department

1. What is the definition of health care HR?

2. When is open enrollment for employee benefits? _____
3. Name three responsibilities of human resources.
 1. _____
 2. _____
 3. _____
4. Where is the HR department located (list name of building and floor)

5. What is the name of the senior manager in the HR department?

6. What number do you call to speak confidentially with an HR representative?

7. Who do you contact with a change in life event in regard to your benefits?

8. Who do you contact with a change to the direct deposit of your paycheck?

9. Who do you contact if you want to apply for an internal position?

10. What number do you call if you want to anonymously report wrong doing within the organization?

Name: _____ Extension: _____

Once you have completed the questions, please turn it into the HR Department by 2:15 p.m.



Pat-on-the-Back Day

Pat-on-the-Back Day Defined

The CEO in your organization comes to say thank you to the HR Department.

Activity Implementation:

A designee from the HR department could download from the ASHHRA website the press release on Health Care HR Week and send it to the CEO of the organization with this activity circled. It is also suggested that a hand written note accompany the press release with a request to visit the HR department to thank the employees. This information should be hand carried to the CEO instead of by email or intercompany mail. It might also be nice if he/she purchased breakfast or lunch for added appeal.

Tools and Resources Needed:

- The ASHHRA press release
- Hand written note to CEO
- Health Care HR Week schedule that defines this activity (see page 3)
- The date that the CEO is in visited to meet with the HR staff

Duration of Activity:

15 – 20 minutes at some point during the day.

Expected Outcome

The HR employees feeling more appreciated by the C-suite for their contributions to the organization.

Actual Outcome:

The HR department could make available a comments box so employees can write their anonymous thoughts about the activity and their overall thoughts about senior management.



Hospital Wellness Day

Hospital Wellness Day Defined

Hold an employee well-being expo. The HR staff could set up tables to talk about health and fitness, invite suppliers on healthy foods, exercise, stress management, etc.; offer incentives to participate.



Activity Implementation:

Invite local agencies to exhibit and educate the employees on health, diet, and fitness. A great location for this event could be the staff lounge or another large common area of your facility.

Tools and Resources Needed:

- 8 foot table and chairs for exhibitors
- Event signage
- Beverages and snacks
- Give aways for attendees

Duration of Activity: 10 a.m. – 4 p.m.

Desired Outcome:

An informed workforce on the importance of being healthy and the connection to increase work productivity and improved patient care.

Actual Outcome:

Prior to the event, set a goal for the number of visitors at each booth and instruct each booth to keep track of the number of visitors.

Types of Health Fair Booths:

- Height & Weight
- Vision screening
- Hearing tests
- Glaucoma screening
- Foot care
- Lung capacity
- Blood cholesterol (total, HDL, LDL, and triglycerides)
- Blood glucose
- Blood pressure
- Blood Pulse



Hospital Wellness Day Cont...

Examples of Exhibitors:

- American Hospital Association
- American Heart Association
- American Red Cross
- Fitness Magazine
- LA Fitness
- Equinox
- Whole Foods
- Amy's Kitchen
- Green & Black's
- Organic Valley
- Stress Engineering Services



Employees can get handouts and give aways at every booth.

NOTE: These logos are used for the sake of this toolkit and are not to be used on any printed or electronic materials without written approval from the companies.



Luncheon Celebration Day

Luncheon Celebration Day Defined

Hold a luncheon in your organization to celebrate the work of the HR professional and have others in the organization meet the HR staff.

Activity Implementation:

This could be a human resources department sponsored event to recognize the employees of the organization for their hard work. HR can also use this opportunity to promote the upcoming Career Fair Day and provide other information of which employees should know.

Tools and Resources Needed:

- Lunch menu and venue (cafeteria)
- Flyer for the Career Fair
- Other information that HR wants to discuss

Duration of Activity:

11 a.m. – 1 p.m.

Desired Outcome:

Boost morale by providing complimentary lunch and increase employees' awareness of events that they should know about.



Cover-Me-for-Lunch Day

Cover-Me-For-Lunch Defined

For an hour and a half, the HR non-managers and managers switch jobs for a day; the goal is to learn what the other does day to day and gain a greater appreciation for one another.

Activity Implementation:

To be as fair as possible, the department head should put the names of all HR staff into a hat and have each person draw a name. This determines whose job they will perform. For example, John draws Betty's name from the hat so John will perform Betty's job duties. Betty draws Bob's name and she will perform his duties; and so on.

Tools and Resources Needed:

- One paragraph of the job description that should be done for the specified period in which the job will be covered
- Work space for the staff member to perform the duty exchange
- A good attitude and open mind

Duration of Activity:

Up to two hours or however long the department designates

Desired Outcome:

Each staff member gains an appreciation for what the other does on a daily basis

Actual Outcome:

Shortly after the activity, and no more than one week later, the department meets to talk about the experience and what was learned.



Career Fair Day

Career Fair Day Defined

Invite the community to your organization for a career fair that includes career development activities such as resume writing, interviewing skills, networking strategies, seminars on getting hired, how to shine, turning a no into a yes, etc. HR employees could also visit a local high school or college to talk about careers in health care HR or about job openings at the organization in general.

Activity Implementation:

There are a number of options that can be implemented here:

Option 1:

The HR staff could visit a local high school to talk about job preparation.

Option 2:

The HR staff could visit a local college or university and talk about careers in health care HR

Option 3:

The HR staff could provide resume writing and interviewing skills, in addition to workshops on enhancing one's interpersonal skills, networking, and overall written and verbal communication skills. The scope of the workshops can be determined by the goals and culture of each organization.

Tools and Resources Needed:

- List of workshops
- Flyer promoting the event
- List of coaching sessions on resume writing and interviewing

Duration of Activity: 10 a.m. – 4 p.m.

Desired Outcome:

Employees will have a career development event that provides them with tools and resources to help them grow in their profession. Also, it further demonstrates the value of HR in the eyes of the employees.

Actual Outcome:

Prior to the event, forecast the number of employees that will visit the fair against those who did and also distribute a participant feedback survey to assess the success of the fair.