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Robert Smith
 Loss Manager/Executive

PROFESSIONAL SUMMARY
 A Human Resources & Payroll Manager with over 15 years of progressive experience augmented by a strong post-secondary background in Human Resources, Accounting and Business Administration. Experienced in Payroll Administration, Benefits/Compensation Administration, Talent/Performance Management, Recruitment/Selection, Training/Development, HR Policy and Organizational Design, Contract Negotiation, Job Costing Analysis, People Management, Progress Improvement, and Strategic Planning. Sound knowledge of Labour Relations, Occupational Health & Safety, Pay Equity and other related labour laws. Proven ability to function as a Strategic HR Business Partner and develop and implement successful human resources management strategies to support corporate mandate.

WORK EXPERIENCE

CONSUMER PRODUCTS, Brampton, Ontario **Mar 2006 - Present**
 Human Resources & Payroll Manager
 Function as a HR Generalist, responsible for Payroll Administration, Benefits/Compensation, Training & Development, Recruitment/Selection and Employee Relations, reporting to the AGM/Controller.

- Manage and process bi-weekly payroll for 200 salaried/hourly employees using Ceridian Insync.
- Coach managers on the process of evaluating employees, setting goals, conducting objective performance reviews, and recognizing and awarding performance to improve productivity.
- Handle employee terminations, grievance and other difficult situations in a sensitive, fair and respectful manner, working closely with legal counsel, supervisors and management.
- Identify talent and aspirations of individual employees and provide coaching aimed at motivating them to undertake the necessary training required to advance their careers with the company.
- Develop job profiles and source candidates from major job boards, select, interview and hire 76 employees in collaboration with department managers.
- Plan and develop on-the-job training programs for line employees and career development programs for managers with a focus on retaining existing talent and reducing employee turnover.

Accomplishments

- Established and maintained proper structures and processes to track time and attendance, vacations, STD/LTD and other activities resulting in efficiency gains of 30%.
- Implemented Payroll and HR policies resulting in annual cost savings of \$237,000.
- Improved 'employer branding' by working with the IT department to design, develop and launch the company's first career site.

AMPOAH CONTRACTING CO. LTD., Hamilton, Ontario **2000 - 2005**
 Manager of Administration & Accounting
 Directed and efficiently managed the Human Resources, Accounting and Administration functions for the Manufacturing and Distribution divisions of the company, reported to the Vice-President.

- Provided Human Resources services and support to managers and division heads, assisting them to achieve divisional goals and objectives through strategic people management.
- Administered payroll for 1,710 employees, including Benefits Package and RRSP Plans.
- Established an open channel of communication enabling employees quick and easy access to information such as Benefits, Training and Development and opportunities for career advancement.
- Assessed current and future skills requirements and developed and implemented a competency-based performance management system linking pay to KPI metrics.
- Created a training program to develop employees to meet both core and job competency gaps.
- Negotiated grievances and liaised with Workers Safety Insurance Board for claims processing and coordinating return to work program.

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CAREER PROFILE
 A Human Resources & Payroll Manager with over 15 years of progressive experience augmented by a strong post-secondary background in Human Resources, Accounting and Business Administration. Experienced in Payroll Administration, Benefits/Compensation Administration, Talent/Performance Management, Recruitment/Selection, Training/Development, HR Policy and Organizational Design, Contract Negotiation, Job Costing Analysis, People Management, Progress Improvement, and Strategic Planning. Sound knowledge of Labour Relations, Occupational Health & Safety, Pay Equity and other related labour laws. Proven ability to function as a Strategic HR Business Partner and develop and implement successful human resources management strategies to support corporate mandate.

Creative and innovative thinker with effective human resources management and goal setting abilities combined with superior leadership, team building, communication, interpersonal, and presentation skills. Self-motivated with the ability to excel in a fast-paced environment, communicate effectively at all levels, manage competing priorities, and adapt readily to new challenges.

PROFESSIONAL EXPERIENCE

CONSUMER PRODUCTS, Brampton, Ontario **Mar 2006 - Present**
 Human Resources & Payroll Manager
 Function as a HR Generalist, responsible for Payroll Administration, Benefits/Compensation, Training & Development, Recruitment/Selection and Employee Relations, reporting to the AGM/Controller.

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What is organizational change management. What is organizational change management process. What is an organizational change management plan. What is organizational change management pdf. What is organizational change management strategies.

More importantly, you must communicate those processes to your team. For example, you could develop a set of steps a team member should complete to request a change. It might be helpful to draw up a plan, allocate resources, and appoint a key person to take charge of the change process. In some cases, however, companies change under the impetus of enlightened leaders who first recognize and then exploit new potentials dormant in the organization or its circumstances. Key steps in that process are: Understanding the current state of the organization. Spring 2006. There are several different change management frameworks, but one of the most popular is the McKinsey 7S framework. You need to make sure all your assets are properly allocated, you have to create a sensible project timeline, and be able to keep tabs on who's completing what tasks to achieve project milestones. Time is usually an issue, too — which means that getting a headstart with a change management template can be a total lifesaver. The science of organization development was created to deal with changing people on the job through techniques such as education and training, team building, and career planning. A manager trying to implement a change, no matter how small, should expect to encounter some resistance from within the organization. Change request forms offer a simple way to log all change requests, so you always know who's asked for a change, when they made the request, what happened, and more. Schneider, Dan. This can really supercharge your project management by preparing your team for change. Change management communication templates Even the best of us can only absorb so much information — and change management can be a long and drawn-out process. This framework includes: Structure Strategy Systems Skills Style Staff Shared values You can develop your own company's change management framework by deploying the 7S Framework and making each section unique to your own company culture and processes. Murray, Art and Kent Greenes. An important part of the transition should be maintaining some sort of stability; some things—such as the company's overall mission or key personnel—should remain constant in the midst of turmoil to help reduce people's anxiety. It Has Changed!" Beef. There are three basic stages for a company making a strategic change: 1) realizing that the current strategy is no longer suitable for the company's situation; 2) establishing a vision for the company's future direction; and 3) implementing the change and setting up new systems to support it. Technological changes are often introduced as components of larger strategic changes, although they sometimes take place on their own. It should include all of your project milestones and deliverables, and most templates present it as a timeline with a sequenced flow that offers a clear narrative on how the project is meant to progress. Many sites offer at least one free template designed to help you build a change management roadmap. This involves managing the transition effectively. Resistance to change is normal; people cling to habits and to the status quo, and Christopher G. If you want those targets to be reached, it's important to make sure you're creating SMART goals for your team. Another important component of overcoming resistance is inviting employee participation and involvement in both the design and implementation phases of the change effort. By deploying a change request template, you'll benefit from having one scalable place to store all your change requests on an easy-to-view dashboard. Change control process templates A change control process is how project managers submit requests for change that stakeholders can then review, approve, or deny. Meanwhile, our timeline view will enable you to set all the dates relevant to your change management plan so that you're always on schedule. Get the template Change management plan tips and tricks With monday.com's Change Management Plan template, keeping tabs on your team's big changes is pretty straightforward. Schraeder, Mike, Paul M. Of course, no method is appropriate to every situation, and a number of different methods may be combined as needed. Managing change effectively requires moving the organization from its current state to a future desired state at minimal cost to the organization. Factors such as globalization of markets and rapidly evolving technology force businesses to respond in order to survive. Second, a change management template really guides you regarding the types of information you'll need to collect — as well as the activities you'll need to take on to get the project done. They offer employees concrete incentives to ensure their cooperation. "Organizational Transformation and Performance: An examination of three perspectives." Journal of Managerial Issues. An important aspect of changing technology is determining who in the organization will be threatened by the change. Everybody on your team will always be able to see what's going on so that nobody loses sight of the bigger picture. Proactive management of change to optimize future adaptability is invariably a more creative way of dealing with the dynamics of industrial transformation than letting them happen willy-nilly. Daniel Wischnewsky and Fariborz Daman, for example, writing in Journal of Managerial Issues, single out strategy, structure, and organizational power. Finally, a change management plan template will boost your efficiency by offering analytics on all the data you input. What are some examples of change management plan templates? Every change management plan is unique, so you have a lot of choices when it comes to selecting a change management process template. This template gives you oversight on every outcome, output, and asset to make sure your project plan is well-plotted and can adapt to changing demands or targets. This must take place in stages rather than abruptly so that "managed change" takes on the character of "natural change." In addition to normal inertia, organization change introduces anxieties about the future. Some observers, more soberly, label this a "performance gap" which able management is inspired to close. But organizational change is also resisted and—in the opinion of its promoters—fails. The failure may be due to the manner in which change has been visualized, announced, and implemented or because internal resistance to it builds. 13 March 2006. Likewise, you might build a process for logging the expenses associated with a change management task. With the help of a Work OS like monday.com, you can quickly create a range of processes and rest easy knowing everybody on your team has access to those processes via one comprehensive dashboard. Get started FAQs about change management plan templates How do you write a change management plan? The easiest way to write a change management plan is to start with a change management plan template that comes preloaded with all of the areas you'll want to cover. "The Industry Isn't Changing, Worley." Making Change. CIO. 1 April 2000. This involves identifying problems the company faces, assigning a level of importance to each one, and assessing the kinds of changes needed to solve the problems. With monday.com's Change Management Plan template, you'll be able to align on all moving parts by defining your goals with full transparency. This makes sure everybody on your team knows exactly what they've got to accomplish on a daily, weekly, or monthly basis. Managing organizational change is the process of planning and implementing change in organizations in such a way as to minimize employee resistance and cost to the organization while simultaneously maximizing the effectiveness of the change effort. Today's business environment requires companies to undergo changes almost constantly if they are to remain competitive. Gilley, Ann. Swamidass, and Rodger Morrison. March-April 2006. Generally speaking, a change management form or template can bring three key benefits to the table. First, using a change management plan template gives you one place to store all your change management information. This involves picturing the ideal situation for the company after the change is implemented, conveying this vision clearly to everyone involved in the change effort, and designing a means of transition to the new state. To be sure, managerial actions can minimize or arouse resistance. How an organization handles a big change can be a make or break situation. Such changes may be relatively minor—as in the case of installing a new software program—or quite major—as in the case of refocusing an overall marketing strategy, fighting off a hostile takeover, or transforming a company in the face of persistent foreign competition. Organizational change initiatives often arise out of problems faced by a company. Wischnewsky, J. That's why it's essential you communicate the goals and objectives behind your initiatives. Structural changes can also occur due to strategic changes—as in the case where a company decides to acquire another business and must integrate it—as well as due to operational changes or changes in managerial style. People must be motivated to shake off old habits. Employees, in other words, sabotage those changes they view as antithetical to their own interests. Students of organizational change identify areas of change in order to analyze them. Implementing the change in an orderly manner. Finally, you'll be able to make data-driven choices thanks to the clearly-presented information in our dashboards. Beyond all that, you'll also benefit from the ability to import and export data sets in just one click using Excel. Wallington, Patricia M. The company's leaders should try to generate enthusiasm for the change by sharing their goals and vision and acting as role models. Others add technology or the corporate population ("people"). The first area, strategic change, can take place on a large scale—for example, when a company shifts its resources to enter a new line of business—or on a small scale—for example, when a company makes productivity improvements in order to reduce costs. Praeger, 2005. This enables stakeholders to see the bigger picture of how change requests are responded to and where improvements can or should be made. monday.com's Change Management Plan template Change is a critical part of any long-term project — and adapting to that change is a never-ending challenge. SMART is a goal management strategy that dictates all of your team's goals should be: Specific Measurable Achievable Realistic Timely By setting realistic and measurable goals, you'll be able to make sure all of your stakeholders clearly understand the steps required of them to help your organization realize its wider goals and create organizational change. To help you get started, we'll break down a few of the most popular free change management templates you can find online. Change management roadmap templates A change management roadmap is an overview of the change management process you intend to deliver. Other companies resort to manipulation, or using subtle tactics such as giving a resistance leader a prominent position in the change effort. As part of this process, it's incredibly useful to get stakeholders involved in setting their own SMART goals. Create clear processes if you want your team to complete their goals and tasks, you've got to implement clear change management processes. Almost always people changes are the most difficult and important part of the overall change process. In some cases, it may be useful to try for small victories first in order to pave the way for later successes. But there are a few points you've got to bear in mind to make sure you're getting the most out of your change management plan. Set targets and engage stakeholders Your change management plan is never going to get off the ground unless you set project targets to help you facilitate the wider change you'd like to achieve. Daniel and Fariborz Damanpour. Change is natural, of course. When you're writing the plan, make sure to engage relevant stakeholders and get them to write their own goals for the change using SMART goals. Which documents should be included in a change management plan? Your change management plan should include several documents that guide each section of the plan. That being said, a Work OS like monday.com comes with a more dynamic change management plan template that includes an in-built change management roadmap as a core feature. A final option is coercion, which involves punishing people who resist or using force to ensure their cooperation. "It's a Leader's Duty to Manage Change." Business Record (Des Moines). This could include: A communications plan A project budget A change roadmap — which may include a training plan A document identifying key stakeholders and their respective roles in the plan But your plan will be unique to your organization, and so the documents you have to include in your plan will be unique, too. What is included in a change management project plan? When creating a change management project plan, you should include: Reasons for the change The scope of the plan Identification of stakeholders — which may include a change control board Clarification of the expected benefits Change milestones Projected costs A change management communication plan How do I create a change management framework? A change management framework is the process your organization uses to develop a change plan. Organizational change occurs when a company makes a transition from its current state to some desired future state. Think about it — there are all sorts of success stories out there about companies that have gone for bold rebrands, cross-continental moves, and secret recipe changes. But more importantly, it outlines all of the processes and tools you'll need to use to hit those milestones. When creating a change management plan, you have to make sure you: Make a case for the change Explain how changes will be communicated Offer a plan to manage resistance Show plan progress Manage barriers to implementation Because a change management template comes with the added benefit of pre-defined structure and suggested fields, you can hit the ground running, filling in blanks and building the template out with more information to complete your change management plan faster and more efficiently. Why use a change management plan template? If you want to drive successful change within your team, there's a lot to consider. Instead of encompassing all aspects of the change request process, a change process control template focuses primarily on how a change is facilitated. For example, a company that wished to implement more participative decision making might need to change its hierarchical structure. People changes can become necessary due to other changes, or sometimes companies simply seek to change workers' attitudes and behaviors in order to increase their effectiveness or to stimulate individual or team creative-ness. It's an important process to help manage large projects with multiple moving parts. A change control template is a lot like a change control request template but a little more specific. Managers can ensure that employees will have the resources to bring the change about; managers can make themselves available to provide explanations and to minimize stress arising in many scores of situations. Some companies manage to overcome resistance to change through negotiation and rewards. But for every success story about corporate change, there are probably a dozen horror stories. Fortunately, if you're new to the relatively complicated world of change management, there are plenty of change management plan templates out there that can help you get started with this essential process. In this guide, you'll find an explanation of change management plans and how and why you should use different types of change management templates — like monday.com's Change Management Plan template — to supercharge your corporate transformations. Get the template What is a change management plan template? If you're planning on making big changes in your business, you're going to want to use an effective change management plan. A change management plan is a roadmap that plots out all the steps you plan on taking to successfully execute the change process. A change management template is a pre-built and customizable plan that streamlines the process of developing your approach — and it's a smart addition to help support a company's change management model. It explains what milestones you'll need to hit to facilitate the desired changes. "Employee Involvement, Attitudes and Reactions to Technology Changes." Journal of Leadership & Organizational Studies. With monday.com's Change Management Plan template, you'll regain total control of the change management process. "The Enterprise of the Future." KMWorld. 20 February 2006. Competently envisioning and laying out the desired future state of the organization. March 2006. Organized forms of facilitation and support can be deployed. If the future after the change comes to be perceived positively, resistance will be less. Education and communication are therefore key ingredients in minimizing negative reactions. That process will succeed better with the help of the company's human resources than without. This might include information on why the change is needed, how you will communicate the change, and how you'll manage resistance. Although this method can be useful when speed is of the essence, it can have lingering negative effects on the company. Lawler III, Edward E. "Winning Support for Organizational Change: Designing employee reward system that keep on working." Ivey Business Journal Online. To be successful, a technology change must be incorporated into the company's overall systems, and a management structure must be created to support it. Our template also helps you visualize your goals in one easy-to-use dashboard. All of these areas, of course, are related; companies often must institute changes in all areas when they attempt to make changes in one. It's also important because it'll be your employees who are going to handle change and make it a success. Change management communication templates are designed to help you develop an internal communications plan that will keep your team and stakeholders in the loop every step of the way. (Image Source) Change request templates A change request is a basic tool teams use to track ongoing changes. The Manager as Change Leader. Employees can be informed about both the nature of the change and the logic behind it before it takes place through reports, memos, group presentations, or individual discussions.

02/09/2020 · With effective organizational change management, you can keep the business running smoothly during the transition. For example, offering training options helps employees learn new technology faster. That way, they fully adopt the technology, and the organizational change isn't bogged down by support tickets and frustrated users. Effective change management goes beyond project management and technical tasks undertaken to enact organizational changes and involves leading ... Complete Guide | Change Management KPIs and User Adoption Metrics for Change Managers & Project Management Leads. To achieve the best change management successes, you'll need to effectively track how users and impacted groups are transitioning through an organizational, departmental, group, policy, process, culture, integration, or technology change. 30/11/2021 · Management of Change (MOC) Procedure Template. Management of change procedure template helps safety officers identify and control occupational health and safety risks brought by organizational changes. Use this MOC template to review operational procedures and determine changes and the risks that may occur. 22/12/2016 · 3. Identify stakeholders and the change management team. Marcotte explains that the "best practices in change management often include a task force or team who 'owns' the organizational change and is empowered to execute it. The composition of this team is extremely important and it must be led by a credible leader." Change management (sometimes abbreviated as CM) is a collective term for all approaches to prepare, support, and help individuals, teams, and organizations in making organizational change. It includes methods that redirect or redefine the use of resources, business process, budget allocations, or other modes of operation that significantly change a company or ... Guide the recruiter to the conclusion that you are the best candidate for the organizational change management job. It's actually very simple. Tailor your resume by picking relevant responsibilities from the examples below and then add your accomplishments. This way, you can position yourself in the best way to get hired. 03/09/2021 · For your business to survive it will need to evolve. For it to evolve, you need to make changes. Without a change management model, the success of those changes is up to nothing more than hope and dumb luck. I've already gone over how to form your own change management strategy, so for this post, [...] Organizational charts are visual tools used by managers to help illustrate the roles and an organization's hierarchy. Whether you're a business, nonprofit, or government organization, a chart can help your employees understand the chain of command, with clear information on which people report to which manager. With an accurate chart, you'll be able to develop growth ... 13/05/2019 · It is a document that formally describes change management expectations, processes, and procedures ; It is designed to ensure any and all changes adhere to this process; What is included in the document; Also, you can include a general definition of the change management process - what it is. This section should be short and to the point ... ADKAR Change Management PowerPoint Template This premium presentation template by SlideModel provides editable ADKAR slides which can help demonstrate the 5-step framework with great precision. You can show the entire model as a summary and also focus on each of the five key elements of ADKAR using individual slides.

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