



JA Central Ontario
A Member of JA Canada



HUMAN RESOURCES

BREAKOUT SESSION



Virtual Company Program



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AGENDA

1. HR Responsibilities
2. Communication
3. Motivation
4. HR Scenarios
5. Diversity & Inclusion Activity



WHAT IS YOUR ROLE IN HR?

1. Take meeting minutes and attendance at every meeting
2. Determine compensation for workers [Optional this year]
3. Edit and distribute meeting minutes via email each week
4. Meet with departments to ensure they are meeting their goals
5. Organize incentives for team members
6. Organize socials/celebrations for your team
7. Monitor team morale and participation
8. Appreciation



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RECORD KEEPING TOOL

Found on the JACO resource page (under JACO specific materials).

<https://www.jacompanyprogram.ca/resources>

There is a video on how to use the record keeping tool for HR on the JA Canada Resource Portal (access through the same website above). The video is located under department Phase 3 – Resources available by department.



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COMMUNICATION

1. Show empathy & grow personal connections
2. Remind students to go on video – body language is a big part of communicating!
3. Ensure your team can communicate in multiple ways – email, chat, whiteboard, etc.
4. Set communication guidelines – ie. Communication hours, response times, etc.



HOW DO YOU MOTIVATE YOUR TEAM?



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Resume Tips

If you...

Have baby sitting experience or
you take care of younger siblings

Excel at math

Have participated in volunteer
work

Say it this way

*I am trustworthy and
responsible*

I am a problem solver

*I believe in the importance of
giving back*

Resume Tips

If you....

Were part of the Finance Team

Were part of the Technology Team

Consider...

I contributed to the Lean Business plan for our company by....

*Designed concept screens using Figma...
Designed usability tests...*

Resume Tips

If you....

Led the polls and icebreakers

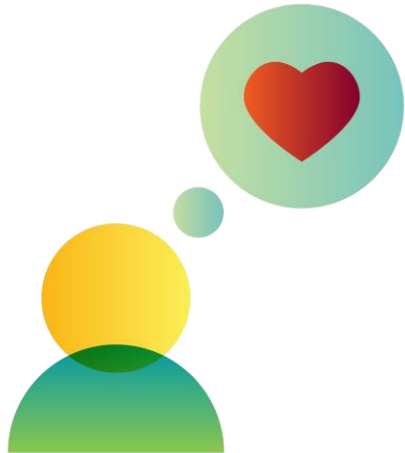
Made sure the team handed things in on time

Consider...

Created and facilitated engaging activities to foster team building

Established clear expectations and ensured all team members were accountable

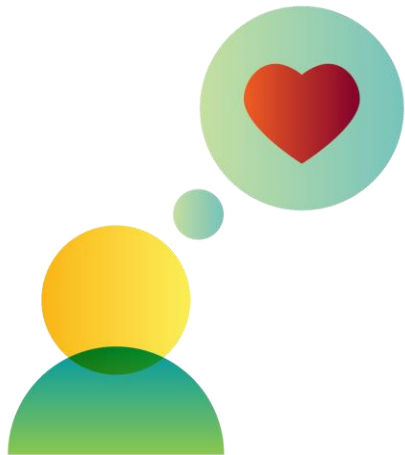
HR SCENARIOS



Scenario #1 - A team member comes up to you to let you know that there is someone in their department that isn't listening to them and not pulling their weight. They have already confronted the team member, and nothing has improved. They want to kick the student that isn't participating out of the company. What do you do?



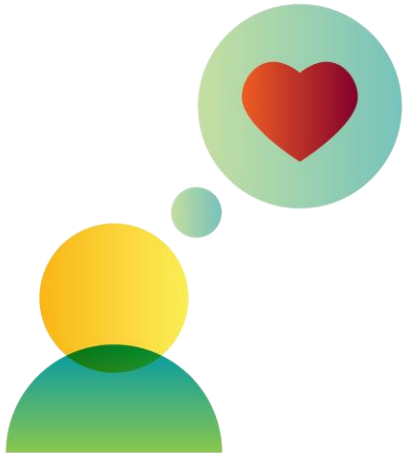
HR SCENARIOS



Scenario #2 - Members are not excited about the product/service that was chosen at the start of the year and show a clear lack of passion for the Company during meetings. That being said, they are always on time and attentive during the meetings – however have contributed very little over the course of the program. How do you solve this issue?



HR SCENARIOS



Scenario #4 - One team is doing really well compared to all the rest of the companies and were just featured in the Globe & Mail. Your team is pretty discouraged that they will never reach that level. How do you boost morale?

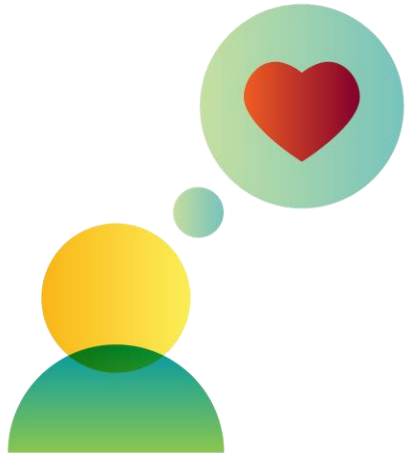


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HR SCENARIOS



Scenario #5 - A friend asks you to change the attendance list so that it shows they have attended 80% of the CP meetings, even though they only attended 75%. They want you to change it so they can apply for a CP award. What do you do?



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DIVERSITY & INCLUSION ACTIVITY



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Who would you pick to sit next to in an Uber and **Why**?

- A** Someone who went to prison on drug & weapon charges
- B** A refugee
- C** A Fortnite gamer
- D** A COVERGIRL model
- E** Someone with a mental illness

Our Uber Passenger Cast

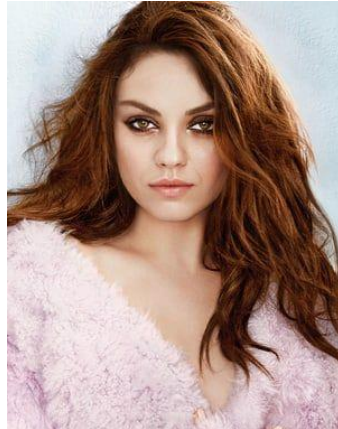
A



**Robert
Downey Jr.**

Someone who
went to prison on
drug and weapon
charges

B



Mila Kunis

A refugee

C



Drake

A Fortnite
gamer

D



**James
Charles**

A COVERGIRL
model

E

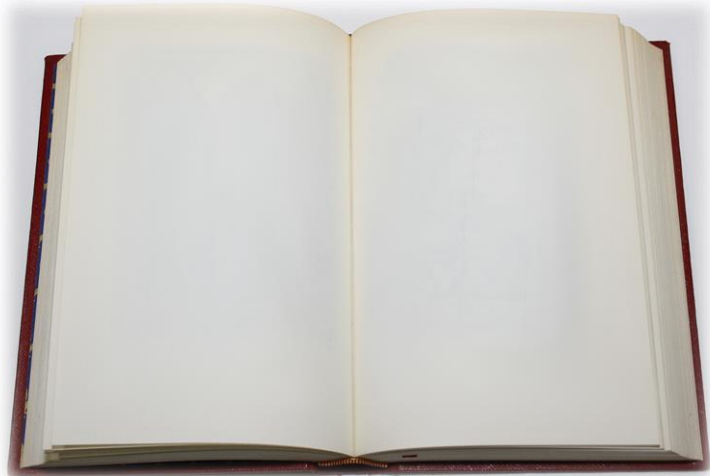


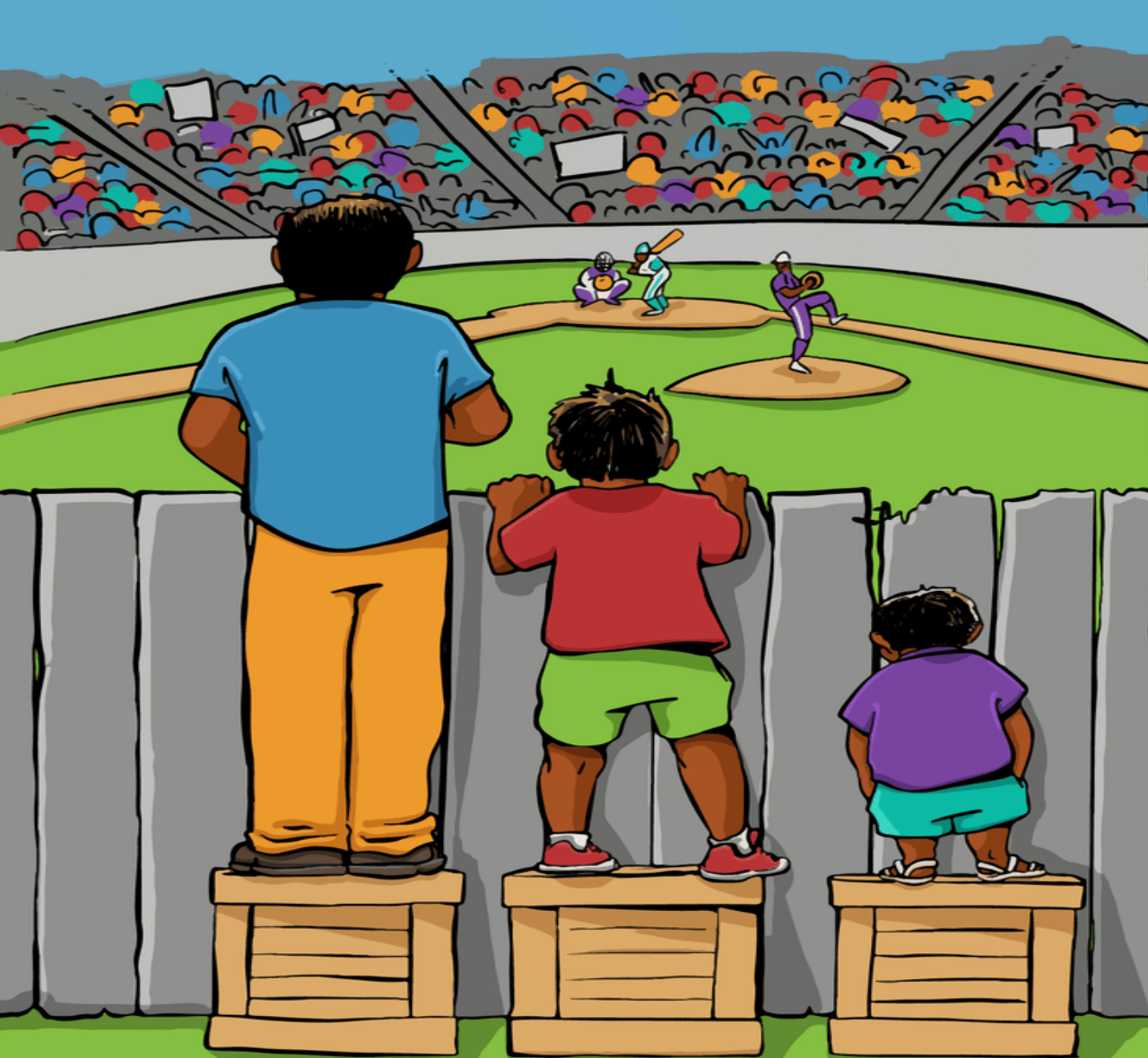
**Dwayne
Johnson**

Someone with a
mental illness

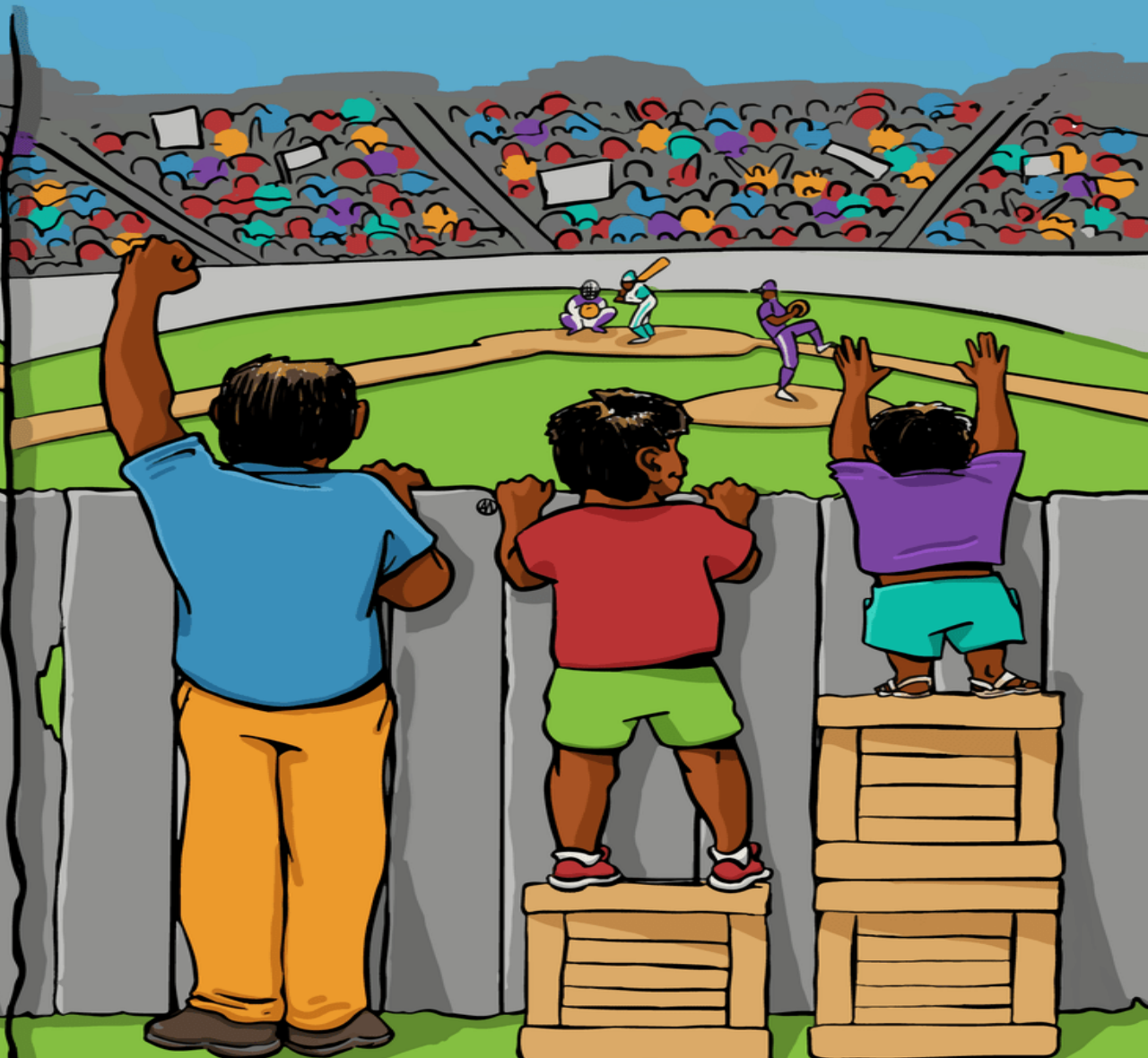
The stories we tell ourselves about
someone... that get in the way of
knowing who they are.

- adapted from Vernā Myers

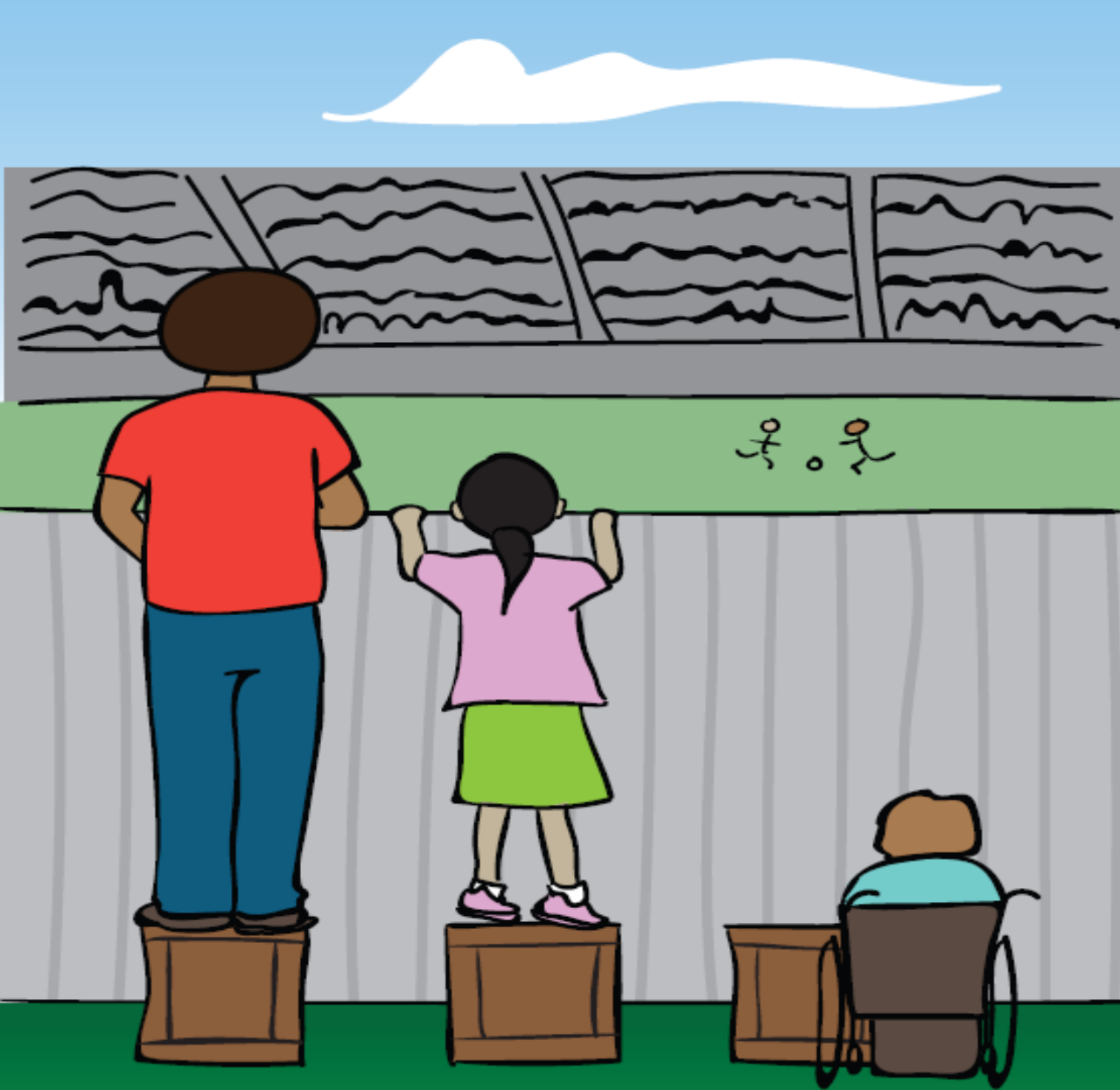




EQUALITY



EQUITY



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EQUITY

QUESTIONS & ANSWERS



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