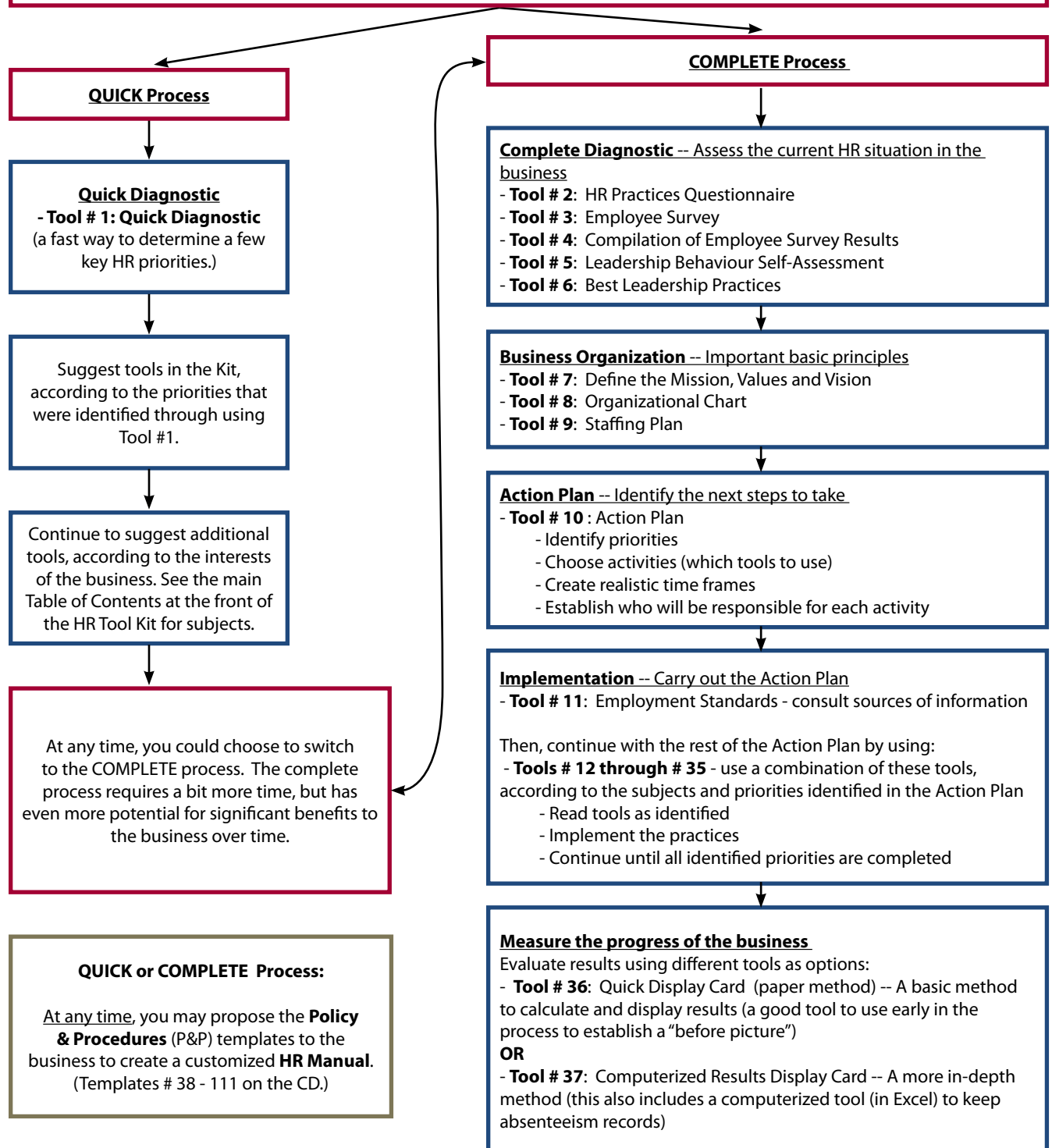## Diagram 1 - *Choosing the Quick Process or the Complete Process*

Start by reading the INSTRUCTIONS:
- Introduction -- Who this Kit is designed for, and what is an "**Agent**"
- Diagram 1
- Agent Guide
- Introduction for Business Owners

DECIDE if you want to follow the **QUICK** process OR the **COMPLETE** process

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QUICK Process

Quick Diagnostic
- Tool # 1: Quick Diagnostic
(a fast way to determine a few key HR priorities.)

Suggest tools in the Kit, according to the priorities that were identified through using Tool #1.

Continue to suggest additional tools, according to the interests of the business. See the main Table of Contents at the front of the HR Tool Kit for subjects.

At any time, you could choose to switch to the COMPLETE process. The complete process requires a bit more time, but has even more potential for significant benefits to the business over time.

QUICK or COMPLETE Process:

At any time, you may propose the **Policy & Procedures** (P&P) templates to the business to create a customized **HR Manual**. (Templates # 38 - 111 on the CD.)

COMPLETE Process

Complete Diagnostic -- Assess the current HR situation in the business
- **Tool # 2**: HR Practices Questionnaire
- **Tool # 3**: Employee Survey
- **Tool # 4**: Compilation of Employee Survey Results
- **Tool # 5**: Leadership Behaviour Self-Assessment
- **Tool # 6**: Best Leadership Practices

Business Organization -- Important basic principles
- **Tool # 7**: Define the Mission, Values and Vision
- **Tool # 8**: Organizational Chart
- **Tool # 9**: Staffing Plan

Action Plan -- Identify the next steps to take
- **Tool # 10** : Action Plan
    - Identify priorities
    - Choose activities (which tools to use)
    - Create realistic time frames
    - Establish who will be responsible for each activity

Implementation -- Carry out the Action Plan
- **Tool # 11**: Employment Standards - consult sources of information

Then, continue with the rest of the Action Plan by using:
- **Tools # 12 through # 35** - use a combination of these tools, according to the subjects and priorities identified in the Action Plan
    - Read tools as identified
    - Implement the practices
    - Continue until all identified priorities are completed

Measure the progress of the business
Evaluate results using different tools as options:
- **Tool # 36**: Quick Display Card (paper method) -- A basic method to calculate and display results (a good tool to use early in the process to establish a "before picture")
OR
- **Tool # 37**: Computerized Results Display Card -- A more in-depth method (this also includes a computerized tool (in Excel) to keep absenteeism records)