

INTEGRALIntros

Intro to Human Resources

September 23, 2025
1:00 – 2:00 pm



 **IntegralOrg**

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Mohkinsstis Land Acknowledgement

Bearspaw First Nation **Siksika First Nation**

Piikani First Nation **Goodstoney First Nation**

Chiniki First Nation **Kainai First Nation**

Tsuut'ina First Nation

Métis Nation of Alberta, District 5 and 6



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Your Facilitator for

Intro to Human Resources

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Principal Consultant, Thrive Consulting Services Ltd.



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Welcome and Workshop Road map

- Defining Human Resources
- Why HR Matters for Nonprofit Success
- AB Specific HR Requirements
- Key HR Functions for Nonprofits
- HR Challenges for Nonprofits
- Top HR Trends in 2025
- Practical Tips & Resources
- Q&A

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“Great vision without great people is irrelevant.”

- Jim Collins



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Imagine an organization where everyone feels valued, supported, and motivated.

That's what **effective Human Resources** can achieve!



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Poll

The most challenging HR issue for our organization today is?

- 1 Recruiting and retention
- 2 Burnout and mental health
- 3 Lack of formal HR infrastructure
- 4 Remote and hybrid work challenges
- 5 Other

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What is Human Resources?

*Human Resources is how an organization **finds, supports, grows, and protects its people!***



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HR & Nonprofit Success



- Outcomes - Strong HR keeps teams stable, focused, and supported.
- Clarity - Clear policies reduce confusion and legal risks.
- Retention - Good HR helps retain staff and volunteers long-term.
- Funders trust - Funders value nonprofits with solid HR practices.

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Alberta Specific HR Requirements



- **Employment Standards Code (Alberta):**
Sets rules for hours, overtime, vacation, and termination.
↳ Learn more: <https://www.alberta.ca/employment-standards.aspx>
- **Occupational Health and Safety (OHS):**
Ensures nonprofits provide a safe and healthy workplace.
↳ Learn more: <https://www.alberta.ca/occupational-health-safety.aspx>

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Alberta Specific HR Requirements



- **Alberta Human Rights Act:**
Safeguards individuals from discrimination in specific protected areas and grounds.
↳ Discover more: <https://www.albertahumanrights.ab.ca>
- **Workers' Compensation Board (WCB):**
Non-profits can register and offer worker coverage.
↳ Find out more: <https://www.wcb.ab.ca/resources/for-employers/>

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Key HR Functions for Nonprofits

Recruitment and Onboarding

Recruitment

- Write clear, engaging job or volunteer postings.
- Use mission-focused language to attract values-aligned people.
- Include DEI (Diversity, Equity, Inclusion) practices in hiring.

Onboarding

- Set up a simple checklist for first week and 30-day follow-up.
- Introduce people to your culture, mission, and team.
- Clarify expectations and roles early to prevent confusion.

📌 *Why it matters:* **First impressions shape long-term retention.**



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Role of Leadership and Culture

“People leave managers, not organizations”

Research indicates that half of employees leave due to their leader, feeling ignored or undervalued.



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Key HR Functions for Nonprofits

Volunteer Management (Distinct from Staff)

Volunteer vs Staff

- Volunteers have different motivations, schedules, and legal considerations.

Key Practices

- Screen and match volunteers to the right roles.
- Provide orientation and clear structure.
- Track volunteer hours and celebrate contributions.

 **Why it matters: Engaged volunteers = powerful ambassadors and force multipliers.**



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Key HR Functions for Nonprofits


Performance and Conflict Management

Performance & Feedback

- Check in regularly - don't wait for problems.
- Use simple tools (like monthly one-on-ones or 3-question reviews).
- Recognize contributions publicly and privately.

Conflict Resolution

- Address issues early, respectfully, and privately.
- Use neutral language and seek understanding.
- Have a basic procedure to guide mediation.

 **Why it matters:** Healthy communication prevents burnout and builds trust.




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Key HR Functions for Nonprofits

Health, Safety & Well-Being

- Establish secure work environments (OHS checklists, ergonomic setups).
- Provide mental-health supports (EAPs, stress check-ins, wellness days).
- Plan for emergencies & risk management (emergency plans).

 **Why it matters:** A safe, healthy workplace keeps people present, engaged, and legally protected, preventing injuries, burnout, and costly downtime while meeting Alberta OHS laws.



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Common Challenges and DIY Fixes

Recruitment & Retention

- Difficulty attracting qualified staff due to limited budgets.

Burnout & Mental Health

- Staff often wear multiple hats, leading to high stress.

Lack of Formal HR Infrastructure

- No dedicated HR staff or policies in many small nonprofits.

Volunteer Management

- Managing expectations and boundaries between staff vs. volunteers.

Legal and Compliance Risks

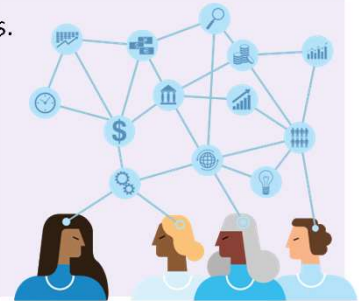
- Gaps in policies (e.g. harassment, leave, health and safety).

Leadership Gaps & Succession Planning

- Founders/EDs stretched too thin.

Remote & Hybrid Work Challenges

- No clear policies or tools to manage hybrid teams.



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HR Trends for Nonprofits in 2025



- People-Centered Leadership
- Flexible Work & Hybrid
- Equity and Inclusion as Core
- Burnout Prevention & Mental Health
- Skills-Based Hiring & Internal Growth
- Data-Driven HR
- HR Automation & Tools
- Values-Based Employer Branding - "Why work here?" message is now critical to attract top candidates.

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Poll

What's the one HR action you'll start this month?

- 1 Create a Day-1 onboarding checklist
- 2 Launch monthly "3 Questions" check-in
- 3 Set up a volunteer thank-you plan
- 4 Block a "No-Meeting Wellness Afternoon"
- 5 Other – feel free to share in the chat

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HR Resources



HR Templates & Guides

- Imagine Canada HR Resources - HR Intervals: Free HR toolkit.
- Volunteer Alberta HR Toolkit (HR Intervals).
→ Free Policies, recruitment, performance templates.
- The Nonprofit Chamber - free HR Resources.

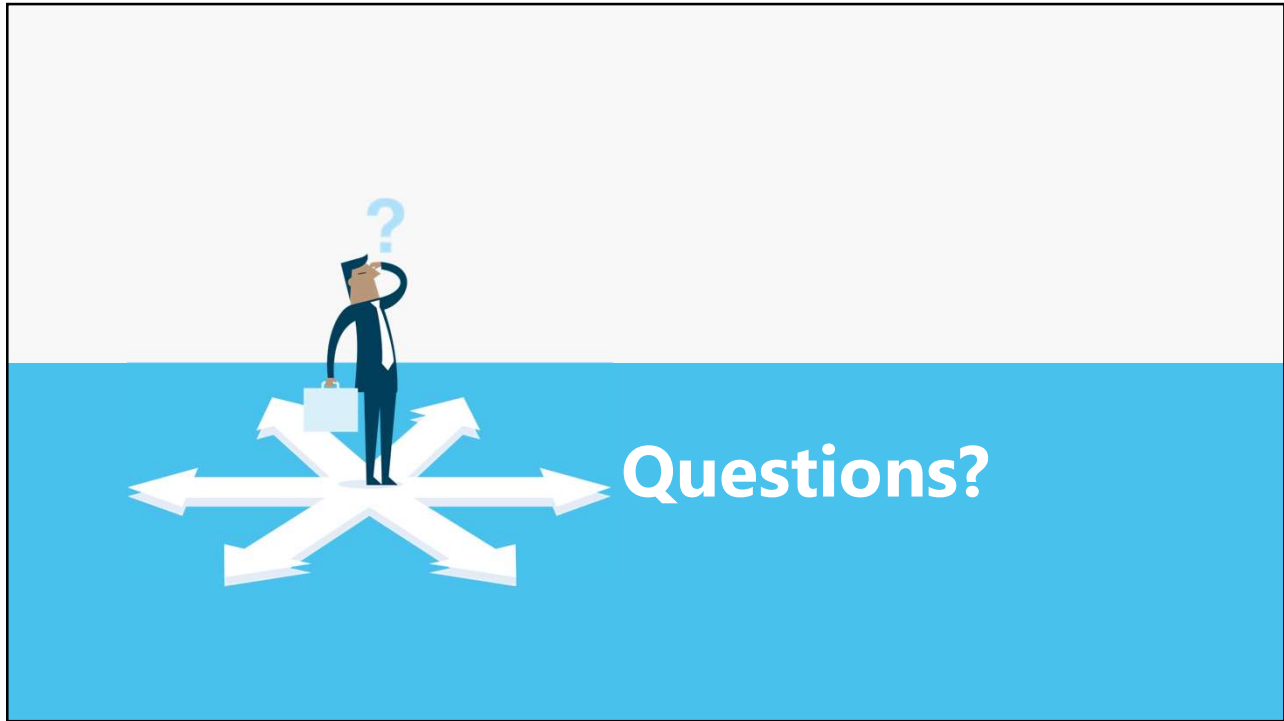
Job Boards

- Reachire.ca - Paid Job postings.
- CharityVillage Resource Hub
→ Paid Job postings.
- Government of Canada- Job bank free

Support

- Techsoup Canada - discounted technology tools.
- LinkedIn Nonprofit - free resources and discounted products.

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or
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