



Creating a World of Creativity, Inspiration, Ambition
Through Evidence and Experience

University of Washington, Certificate Program in HR Essentials, Final Project

HR STRATEGIC PLAN & EMPLOYEE MANUAL

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Table of Contents

ORGANIZATION OVERVIEW	4
MISSION	5
VISION	5
VALUES	5
HR PHILOSOPHY	6
ORGANIZATION STRUCTURE	8
HR DEPARTMENT ORGANIZATION	9
HR BUDGET	9
BUDGET NARRATIVE	9
HR PROGRAMS BUDGET YEAR 1	10
FULLTIME EMPLOYEE SALARIES	11
FIVE YEAR BUDGET PROJECTIONS	13
EMPLOYEE HANDBOOK	15
COMPLIANCE PLAN	15
EMPLOYMENT-AT-WILL:	15
EQUAL EMPLOYMENT OPPORTUNITY (EEO) LAWS	16
• <i>Title VII of the Civil Rights Act of 1964</i>	16
• <i>Americans with Disabilities Act (ADA)</i>	16
IMMIGRATION LAW (APPLICABLE TO ALL EMPLOYEES)	17
EMPLOYEE POLICIES	18
HARASSMENT	18
WORKING HOURS	19
DRESS CODE AND PUBLIC IMAGE	20
ATTENDANCE AND PUNCTUALITY	20
PERSONNEL RECORDS	21
COMPENSATION AND BENEFITS	21
COMPENSATION PHILOSOPHY	21
BENEFITS PLAN	22
BENEFITS AND PERKS OFFERED BY LEARN4FUN:	23
RECRUITMENT PLAN	24
TALENT ACQUISITION OBJECTIVES	24
TALENT ACQUISITION PLAN	25
RECRUITMENT PROCESS AND TIMELINES	26
APPLICATION PROCESS	27
ROLES TO FILL	28
ONBOARDING	29
ONBOARDING: GOALS AND OUTCOMES	29
ORIENTATION: GOALS AND OUTCOMES	29
ORGANIZATION RESPONSIBILITIES: PRIOR TO START DATE	29
ORGANIZATION RESPONSIBILITIES: ON/AFTER START DATE	30

EMPLOYEE RESPONSIBILITIES	30
LEARNING AND DEVELOPMENT	31
HR OPERATIONS AND SYSTEMS PLAN	35
LABOR RELATIONS APPROACH	35

Organization Overview

“Learn4Fun” (read as Learn for Fun) is created with the belief that improving “Education” is the key to the survival of the human race. We want to create a world of creativity, inspiration, and ambition informed by evidence and experience. We want to create a world where innovation is the rule, a must have, not an exception.

In the present times, “Education” is the most important and integral part of every person’s life irrespective of age, gender etc. Everyone wants to learn but not everyone is born equal in their interest in learning (subject/field of study), level of intelligence or creativity. “Learn4Fun” is an organization which takes “Education” to the next level by making the experience of learning a fun activity for both children and adult irrespective of their age. The organization believes that Innovation can happen in every field that exists from Science, Mathematics, Technology, Arts, Business and Economics, you name the subject). Everyone has different interest in life and this organization would provide them with the opportunity to explore their option in life for their career/future as well as their hobbies and mold them to excel in their career paths and help make the world a better place. This organization is not a regular education institution like a regular school or a college but a place where students will learn what interests them the most through practical applications and real-world problems. Learn4Fun is collaborating with organizations and industry leaders like NASA, Tesla, Amazon, National geographic etc. help students gain the exposure to real-world problems.

- **Industry:** Education / Training / Technology (in-person and virtual)
- **Product or service:** (The org. would start with a few subjects and then expand with time.)
 - Science & Mathematics / Technology/ IT / Environment: Using real world projects to help students meet high standards in education and workplace.
 - Art: Teach various types of Art and craft, cooking, photography etc. to enrich the society with art, culture, food, entertainment etc.
- **Modes of teaching:** In person and Virtual.
- **Target audience or customer:** Children (4+), parents/guardians of minors, adult (irrespective of their age), employees /coworkers.

Mission

Our mission is to provide exceptional technologically rich learning experience while fostering every students intellectual and creative development through real world challenges and projects to help them meet high standards in education and workplace.

Vision

Our vision for each individual is to develop curiosity for learning, discover their interests and grow in their love of learning. We aim to develop well rounded, technologically advanced, confident and responsible individuals who aspire to achieve their full potential in the field they choose.

Values

Built on the vision that education serves as a keystone in improving society and building better futures for all, we commit to our core values of:

- **Integrity:** We are committed to ethical and responsible behavior in our own actions and to develop the same commitment in the students (children and adult), thus fostering individuals who will have the skills, knowledge, and ability to engage positively with a diverse and changing world. Our commitment extends to all levels for children and adult to foster a climate of ethical conduct, respect, responsibility, and trust.
- **Diversity:** We are dedicated to attracting and supporting a diverse student, teacher and staff population and enhanced multicultural learning opportunities. We value the opportunity to work, learn, and develop in a community that embraces the diversity of individuals and ideas. We actively pursue and seek to retain a diverse students, teachers and staff. We seek to enhance interaction and understanding among diverse groups and cultivate enriched learning opportunities in a global community.
- **Customer Focus:** We discover the needs and expectations of our customer. Our processes and services focus on those needs and expectations of our customers and provide the experience. We continually seek to improve our services and processes with the advancement in technology.
- **Quality service:** We maintain the highest academic quality and ensure that our programs remain innovative and responsive to the ever-changing and diverse needs of our students, teachers and staff.
- **Teamwork:** We work together, across boundaries, to meet the needs of our customers and to help our organization win.
- **Personal Accountability:** We are personally accountable for delivering on our commitments to providing technologically rich learning experience to all students

HR Philosophy

The Learn4fun's HR team believes in:

○ **Diversity and Inclusion**

We believe in having a diverse and inclusive culture in the organization where employees would feel a sense of belonging.

- We prioritize on policies that allow employees to feel like they can express who they are at work and that celebrate themselves for those attributes.
- Committed to address the unconscious bias and strategically seed the recruiting pipeline with diverse talent.
- We institute flexible work schedules and work-from-home options while implementing a robust telecommuting policy that, among other things, reimburses employees for reasonable business expenses.
- Strengthen the anti-discrimination and harassment policies and ensure that they contain recent legal requirements as per Federal and Washington state requirements.
- Adopting diversity programming to honor employees' religious and cultural practices.

Measuring Success: The organization believes that diverse leadership teams result in more innovation, faster problem solving, better engagement and increased financial performance and this will measure the success.

○ **Being Equitable**

We are an equal opportunity employer and employees will have equitable access to resources and pay.

- We aim to make certain that all employees have an equal opportunity to succeed.
- We strive to ensure employee demographics will reflect the demographics of Seattle's population. This can be ascertained through employee records.
- Audit the pay structure for fairness. This will identify any pay discrepancies between gender or race etc.
- There are predefined policy sets which determine behavioral expectations for the students, teachers and full-time employees.

Measuring Success: Equitable pay will provide a competitive advantage in the Seattle job market. Paying employees fairly will help us attract and retain the right talent. It can also prevent internal strife, low morale and turnover if employees discover they're being paid differently for the same roles.

○ **Transparency and Real-time feedback**

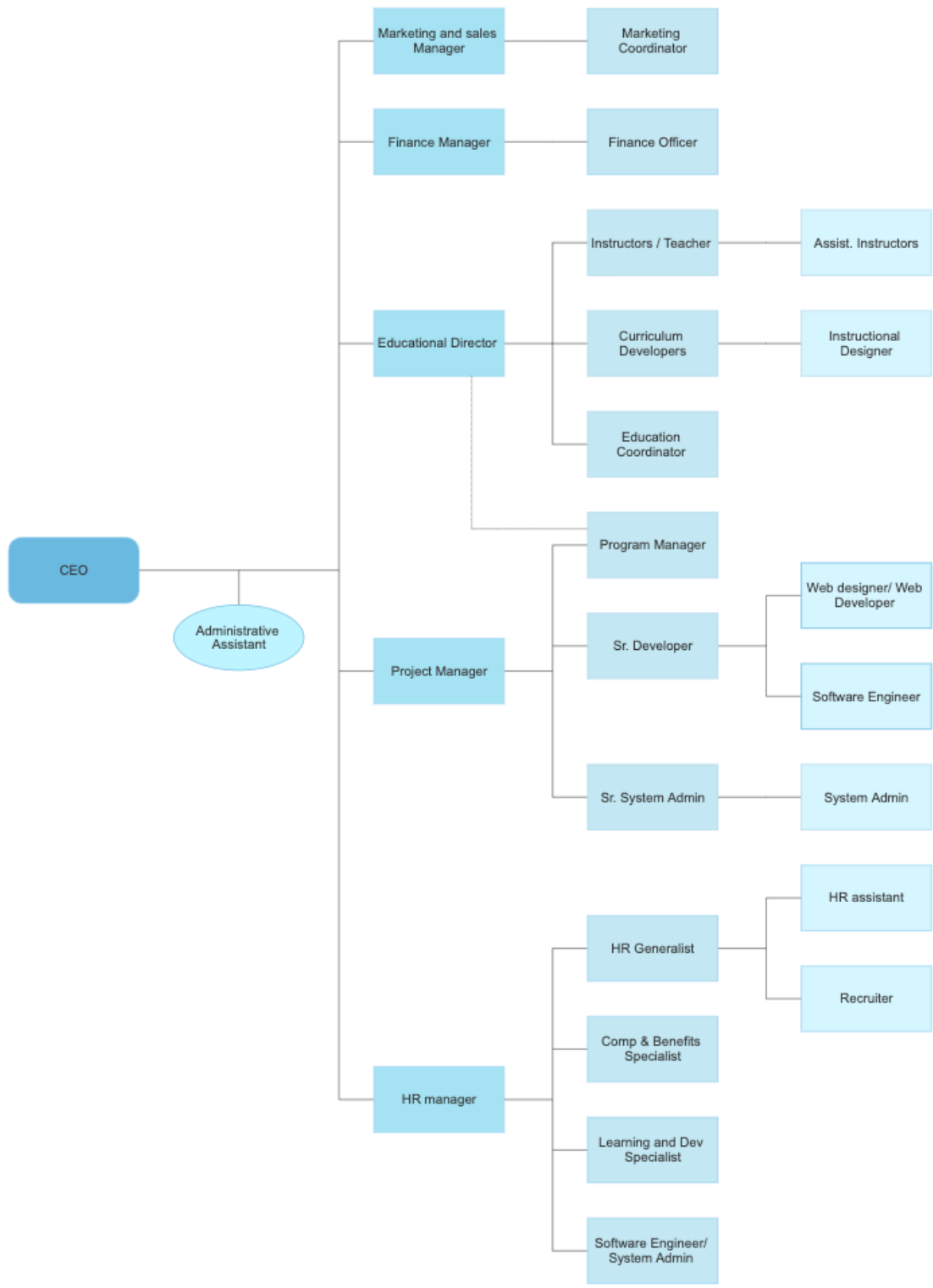
We believe in having a transparency in whatever we do and provide real-time feedback for all positives and negatives.

- We emphasize on being authentic, transparent and true to the image we portray.
- We believe in maintaining transparency in all HR processes from hiring, employee evaluation to promotions and raises.

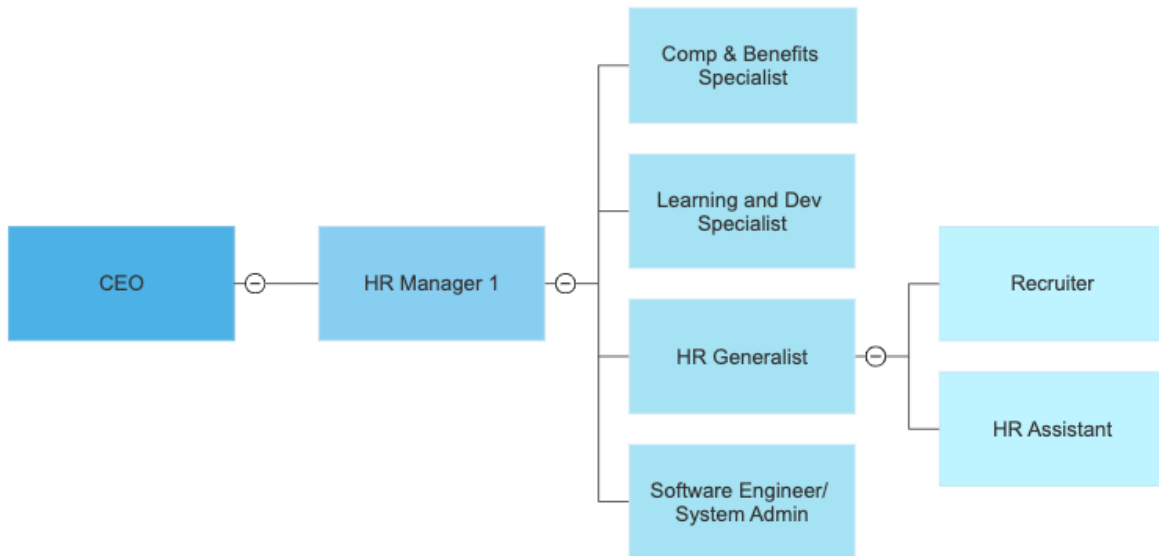
- We believe in being truly invested in our employees by connecting with them and provided them with regular feedback to help them grow in their career and in-turn help the company grow.

Measuring Success: Having transparency and providing real-time feedback would help employees feel satisfied and thus lower attrition and enhance employee performance.

Organization structure



HR Department Organization



HR Budget

Budget Narrative

- We anticipate that we would get an additional 1 Million through student admissions and application fees, which would bring the total Revenue to 6 Million for the 1st year.
- Based on the compensation philosophy, Learn4Fun will pay all its fulltime employees at a median market rate as per the Seattle Job Market and the work that they are required to do as per the job description. All pays were decided based on market survey through PayScale and Glassdoor.
- Learn4fun plans to go public in the 2nd year into business and will be offering IPO stocks to its employees from the 2nd year based on the performance of all employees.
- We also plan to share profit with its employees based on their performance and the organizations performance from Year 2 of the employment.
- A small commission would be given to the employees whose referrals convert into admission.

HR Programs Budget Year 1

- Total Human resource budget for Year 1 40% of 5M (2 Million)
- Total HR Budget used \$1,603,272
- Budget for FTEs 60% (3 Million)
- Budget used for FTEs \$2,782,808
- Misc. expenses \$100,000

HR Programs & FTE Budget Year 1		
	HR Employees	Other Full-time Employees
Comp & Benefits	\$613272	\$2,637,808
• Compensation	\$539000	\$2,325,800
• Health Benefits (\$1000 company contribution)	\$8,000	\$28,000
• Taxes: Medicare:1.45% Social Security Tax: 6.20%	\$7816 \$33418	\$33,724 \$144,200
• 401(k): 4.2%	\$22638	\$97,684
• Transportation: Orca card (for small business: \$300)	\$2400	\$8,400
Recruitment	\$200,000	
• Job Advertising / ATS / Online job sites (LinkedIn, Indeed, Zip recruiter, Monster)	\$30,000	
• Job Fair	\$30,000	
• Background Checks	\$6,000	
Training & Development (Total)	\$750,000	
• Compliance Training		
• Operational Skills		
• Leadership Training		
• Employee Development		
Technology (Total)	\$50,000	\$145,000
• HRIS System (e.g.: BambooHR)	\$10,000	
• Start-up costs	NA	
• Maintenance Agreement	NA	
• Laptops and s/w (\$5000 initial costs + s/w licenses)	\$40,000	\$145,000

Fulltime Employee Salaries

Salaries Year 1			
Positions	Base Compensation	Benefits	Related Taxes
HR Department			
HR Manager	\$80,000	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal tax: \$420
HR Generalist	\$55,000	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings
HR assistant	\$42,000	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings
Recruiter	\$50,000	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings
Comp & Benefits Specialist	\$55,000	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings
Learning and Dev Specialist	\$66,000	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings
Software Engineer/ System Admin	\$90,000	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings
Other Full-Time Employees			
Instructors / Teacher Type-1(Sc.& Math)	\$60,000	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings
Instructors / Teacher Type-2 (IT)	\$65,000	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings
Instructors / Teacher Type-3 (ART)	\$48,000	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings

Curriculum Developers	\$68,000	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings
Assist. Instructor	\$35,000	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings
Education Director	\$70,000	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings
Education Coordinator	\$42,400	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings
Instructional Designer	\$63,642	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings
Web designer/ developer	\$88,000	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings
Software Engineer/ System Admin	\$90,000	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings
Sr. Developer / Sr. Sys Admin	\$115,000	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings
Project Manager	\$140,000	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings
Program Manager	\$86,000	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings
Finance Officer	\$65,000	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings
Finance Manager	\$90,000	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings
Marketing and sales Manager	\$66,000	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings

Marketing Coordinator	\$35,000	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings
Administrative assistant	\$37,000	Health care 401(k) Transportation: Orca card	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings
CEO	\$160,000	Profit Sharing	Medicare: 1.45% Social Security Tax: 6.20% Federal Withholdings

Five Year Budget Projections

Learn4Fun anticipates the following for the organization’s growth for the next 5 years. The budget estimates are for the HR department. The percentage increase is to keep up with the Seattle Market.

Salary	30%	5% towards salary increase, 25% toward new hire. Each employee will receive 0.5%-5% salary increase based on performance.
Tax	30%	5% towards salary increases, 25% toward new hire
Recruitment	15%	Assuming there is 5% attrition each year and 10% new hires. Use the additional resources for automating.
Training	10%	Assuming there is 5% attrition each year and 10% new hires, training would be required for new hires, Use the remaining resources for enhancing the learning experience.
Employee Benefits	15%	Assuming there is 5% attrition each year and 10% new hires
Technology	15%	Assuming 10% for new hires and 5% for technology upgrades
Addition profit	10%	Forecasting increase in new admission and increase in no. of classes with each passing year
Revenue	10%	Forecasting revenue increase from IPO offering / investors for 2022 and then a minimum of 10% stock price increase for the consecutive years.

HR Department Budget (5-year projection)						
	2021 – Year 1 Actuals	2022	2023	2024	2025	2026
Salaries	\$539,000	\$700,700	\$910,910	\$1,184,183	\$1,539,438	\$2,001,269
Taxes	\$41,234	\$53,604	\$69,685	\$90,591	\$117,768	\$153,099
Recruitment	\$200,000	\$230,000	\$264,500	\$304,175	\$349,801	\$402,271
Training	\$750,000	\$825,000	\$907,500	\$998,250	\$1,098,075	\$1,207,883
Employee Benefits	\$33,038	\$37,994	\$43,693	\$50,247	\$57,784	\$66,451
Technology	\$50,000	\$57,500	\$66,125	\$76,044	\$87,450	\$100,568
Addition profit	\$1,000,000	\$1,100,000	\$1,210,000	\$1,331,000	\$1,464,100	\$1,610,510
Initial Revenue	\$5,000,000	\$5,500,000	\$6,050,000	\$6,655,000	\$7,320,500	\$8,052,550
Gross Revenue	\$6,000,000	\$6,600,000	\$7,260,000	\$7,986,000	\$8,784,600	\$9,663,060

** The above 5-year projection of budget is only for the HR department for the purpose of this project.

Employee Handbook

This Employee Handbook is compilation of compliance plan, policies, practices and procedures currently in effect at “Learn4Fun”.

This Handbook is created and designed to introduce you to our Company, familiarize you with Company policies, Company culture, provide general guidelines on work rules, benefits and other issues related to your employment, and help answer the most common questions that may arise with regards your employment. The employees include: Instructors/teachers as well as other full-time employees and support staff.

This Employee Handbook is not a contract of employment, and it does not create a contract of employment. Like most American companies, “Learn4Fun” is not a regular teaching organization, and it does not offer formal employment contracts with the Company to each employee. This Handbook does not create a contract, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. The purpose of the Handbook is solely to provide you with a convenient explanation of latest policies and practices at the Company. This Handbook is just an overview or a guideline. It cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a particular policy or practice should be addressed to the Human Resources team.

The Human Resources team at “Learn4Fun” is responsible for ensuring compliance with Washington State and Federal law. The Company will stay up to date on changes made to any regulations. The Company reserves the right to modify any of the policies and procedures, including those covered in this Handbook, at any time. We will notify you of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective. The following Compliance plan and policies are of special interest to the company:

Compliance Plan

Employment-at-Will

Washington is an employment-at-will state, which means that without a written employee contract, employees can be terminated for any reason at any time, provided that the reason is not discriminatory, and that the employer is not retaliating against the employee for a rightful action. Although we at “Learn4Fun” hope our employment relationship will be a long and rewarding one, our policy provides that all employees who do not have individual, written employment contracts signed by the Chief Executive Officer or Chief Financial Officer for specific, fixed terms are considered employees-at-will. Learn4Fun is only hiring regular employees at this time, and it does not offer individual employees a formal employment contract with the Company. Employment is “at will,” meaning that you or the Company may end your employment at any time for any lawful reason.

Equal employment opportunity (EEO) Laws

- **Title VII of the Civil Rights Act of 1964**

Learn4Fun is an equal opportunity employer. We extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy (as per the Pregnancy Discrimination Act), sexual orientation and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, Washington state laws. Our policy reflects and affirms the Company's commitment to the principles of fair employment and the elimination of all discriminatory practices.

This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, benefits, compensation and training. We seek to comply with all applicable Federal and Washington State Laws related to discrimination and will not tolerate the interference with the ability of any of the Company's employees to perform their job duties.

The Company makes decisions concerning employment strictly based on an individual's qualifications and their ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or employees, and the individual's past performance within the organization.

If you believe that an employment decision has been made that does not conform with management's commitment to equal opportunity, you should promptly bring the matter to the attention of your immediate supervisor/manager or the Human Resource Manager. Your complaint will be promptly, thoroughly and impartially investigated. There will be no retaliation against any employee who files a complaint in good faith, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

- **Americans with Disabilities Act (ADA)**

Learn4Fun complies with the ADA and prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training, and other terms, conditions and privileges of employment. The ADA does not alter the Organization's right to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of his or her disability, or because of a perceived disability. Learn4fun prohibits discrimination of any kind against people with disabilities.

Qualified applicants or employees who are **disabled***, should request **reasonable accommodation**** from the Organization in order to allow them to perform a particular job. Please contact your designated manager or the Human Resources team. An HR team member will meet with you to discuss your disability upon receipt of your request. We may ask for information from your health care provider(s) regarding the nature of your

disability and the nature of your limitations or take other steps necessary to help us determine viable options for reasonable accommodation. We will then work with you to determine whether your disability can be reasonably accommodated, and if it can be accommodated, we will explore alternatives with you and endeavor to implement a mutually agreeable accommodation.

Reasonable accommodation** will vary from one employee to another. The ADA does not require the Company to provide the exact accommodation you want, and if more than one accommodation works, we may choose which one to provide. Furthermore, the Company does not have to provide an accommodation if doing so would cause undue hardship to the Company.

Definitions:

*Disabled:

An applicant or employee is considered disabled if he or she,

- (1) has a physical or mental impairment that substantially limits one or more major life activities;
- (2) has a record or past history of such an impairment; or
- (3) is regarded or perceived (correctly or incorrectly) as having such impairment.

A qualified employee or applicant with a disability is an individual who satisfies the requisite skill, experience, education and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

**Reasonable Accommodation:

A reasonable accommodation is any change in the work environment (or the way in which things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

Immigration Law (Applicable to All Employees)

Learn4Fun is committed to comply with the Immigration Reform and Control Act of 1986 by employing only U.S. citizens and non-citizens who are authorized to work in the United States. All employees will be asked to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (Form I-9) on their first day of work. If you cannot verify your right to work in the United States within three (3) days of hire, the Company is required by law to terminate your employment.

Employee Policies

Harassment

Learn4Fun is committed to providing a safe and healthy work environment by treating its employees with equality, respect and dignity. In keeping with this commitment, the Company has adopted a policy of “zero tolerance” with regard to employee harassment*.

This policy applies to all aspects of your employment. Harassment of any other person, including, without limitation, fellow employees, contractors, visitors, clients or customers, whether at work or outside of work, is grounds for immediate termination. The Company will make every reasonable effort to ensure that its entire community is familiar with this policy and that all employees are aware that every complaint received will be promptly, thoroughly and impartially investigated, and resolved appropriately. The Company will not tolerate retaliation against anyone who complains of harassment or who participates in an investigation.

Sexual harassment** is prohibited by Federal and Washington State laws and applies equally to men and women. Such conducts include but is not limited to: subtle or overt pressure for sexual favors; inappropriate touching; sexually oriented comments or jokes; foul or obscene language; posting of suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons; and repeated requests for dates. The Company policy further prohibits harassment and discrimination based on sex stereotyping***.

***Harassment** as defined under federal law as unwelcome conduct that is based on race, color, religion, sex (including pregnancy, sexual orientation and gender identity), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where: (1) enduring the offensive conduct becomes a condition of continued employment; or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

****Sexual harassment** as defined by Federal law : Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when the conduct: (1) explicitly or implicitly affects a term or condition of an employee’s employment; (2) is used as the basis for employment decisions affecting the employee; or (3) unreasonably interferes with an employee’s work performance or creates an intimidating, hostile or offensive working environment.

*****Sex stereotyping:** When one person perceives a man to be unduly unmanly or a woman to be unduly masculine and harasses or discriminates against that person because he or she does not fit the stereotype of being male or female.

○ Responsibilities of Supervisors/Managers:

All managers are expected to ensure that the work environment is free from sexual and other harassment. They are responsible for the application and communication of this policy within their work areas. Managers should:

- Encourage employees to report any violations of this policy before the harassment becomes severe or pervasive.

- Make sure the Human Resources Department is made aware of any inappropriate behavior in the workplace.
- Procedures for Reporting and Investigating Harassment

Employees should report incidents of inappropriate behavior or sexual harassment as soon as possible after the occurrence. Employees who believe they have been harassed, regardless of whether the offensive act was committed by a manager, co-worker, vendor, visitor, or client, should promptly notify their immediate supervisor/ manager, or Human Resources. If the employee’s immediate supervisor is involved in the incident, the employee should report the incident to the Human Resources Department. The Company takes claims of harassment seriously, no matter how trivial the claim may appear. All complaints of harassment, sexual harassment, or other inappropriate sexual conduct will be promptly, thoroughly and impartially investigated by the Learn4Fun.

Learn4Fun prohibits retaliation against any employee who files or pursues a harassment claim. All complaints and related information will remain confidential, except to those individuals who need the information to investigate, educate, or take action in response to the complaint.

All employees are expected to cooperate fully with any ongoing investigation regarding a harassment incident. Employees who believe they have been unjustly charged with harassment can defend themselves verbally or in writing at any stage of the investigation**. To protect the privacy of persons involved, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances.

**Investigations may include interviews with the parties involved, and, where necessary, individuals who may have observed the alleged conduct or who may have relevant knowledge.

After the decision is made, the complainant and the alleged “harasser” will be informed of the determination. Where appropriate, the “harasser” and the “victim” may be offered mediation or counseling through an employee assistance program (EAP).

Working Hours

The Company’s workweek is generally from *Monday through Friday*, with normal operating hours from *9:00 a.m. to 6:00 p.m.* Allocated time for lunch is one hour.

- Flex Time and Telecommuting

We at Learn4Fun understand the importance of family and know that many employees need flexibility in work schedules in order to meet child-care and other needs. The main work hours are *9:30 a.m. to 3:30 p.m.* and all employees should be at work during those hours. Within the structure of the core hours, you may schedule your *eight (8) hour* workday as you

choose, if the nature of your job permits such flexibility and your supervisor/manager approves your schedule.

The Company also offers employees the opportunity to telecommute for certain jobs/roles. Not all jobs are suitable for telecommuting. You may telecommute up to *three (3) days* per week with the approval of your supervisor/manager.

- Overtime

Learn4Fun may require employees to work overtime periodically depending on the type of role. If the Company requires that you work overtime, you will be given as much advance notice as possible. You should not work overtime hours without prior approval by your immediate supervisor/ manager.

Dress Code and Public Image

As an employee of the Company, we expect you to present a clean and professional appearance when you represent us, whether you are in or outside the office. You are, therefore, required to dress in appropriate business attire and to behave in a professional, businesslike manner.

The current dress code for Learn4Fun is “Business-casual”. Please keep in mind, however, that the Company is a professional environment, where customers and others often visit. Generally, clean, neat clothing is acceptable. However, faded, torn jeans or other torn clothing and tee shirts with inappropriate wordiness or pictures are not appropriate casual attire. We expect you to use your common sense in your choice of attire.

Attendance and Punctuality

We at Learn4Fun expect you to report to work on time and to avoid unnecessary absences. The Company recognizes that illness or other circumstances are beyond your control and may cause you to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action, up to and including termination.

Whenever you know in advance that you are going to be absent, you should notify your immediate supervisor/manager of your planned absence. If your absence is unexpected, you should attempt to reach your immediate supervisor/manager at the earliest, but in no event later than one hour after you are due at work. Some, but not all, absences would be compensated under the Company’s leave policies. Excessive callouts (more than 4 per month) will be addressed with corrective counseling. Three or more no-call no shows, including leaving early without approval, in a 60-day period will result in corrective counseling. Unauthorized absences for more than four consecutive days will be considered job abandonment and Learn4Fun will terminate your employment.

Personnel Records

It is important that Learn4Fun maintain accurate personnel records at all times. It is your responsibility to notify your supervisor/ manager or the Human Resources Department of any change in name, home address, telephone number, immigration status, or any other pertinent information. By promptly notifying the Company of such changes, you will avoid compromise of your benefit eligibility, the return of W-2 forms, or similar inconvenience.

Compensation and Benefits

Compensation Philosophy

Learn4Fun's compensation philosophy is based on a commitment to attract, hire, retain and motivate a highly qualified, talented, and committed workforce in support of the Organization's mission and goals. This philosophy is the foundation of our compensation system and is designed to support the successful attainment of our vision, mission, values, educational objectives, operational needs and strategic priorities. It is the Organization's objective to ensure that the compensation plan is fair, internally equitable, externally competitive, links pay to performance, and is widely understood and accepted by those it affects. These can be achieved by the following key strategies:

- **Fairness and Transparency.** Establish and maintain competitive compensation structure that is at par with the Seattle market while also considering internal job's worth. A plan that is fair to both the individual and the Organization. Provide managers and employees access to job-related content, pay guidelines and salary ranges.
- **Internal Equitability.** Provide pay guidelines that ensure similar jobs are paid equitably across the organization. A fairness criterion that directs an employer to establish pay rates that correspond to each job's relative value to the organization.
- **External Competitiveness.** Competitive salary ranges as per the "Seattle Job Market" for similar positions, to enable the recruitment and retention of qualified employees.
- **Link Pay and Performance.** Individual performance, organizational performance, and the needs of the organization will all be considered when determining pay.
- **Recognition:** Reward performance through salary increases, bonuses and incentives; extraordinary performance and contributions are further rewarded at a level that signifies the value of the employee to the organization and encourages retention. A performance

planning and common review process that works to develop the abilities of each employee and provide the feedback necessary to ensure their success.

- **Flexibility:** Support a diverse, decentralized organization to accommodate differences and changes in job requirements, job market and economy.
- **Be Understood and Accepted.** A commitment by the Organization to involve those most affected in the design of the compensation program.

Learn4Fun is committed to a policy of equal opportunity in every aspect of its operations. The Organization does not discriminate based on race, color, national origin, sex, religion, age, disability, genetic information, veteran status, sexual orientation or gender identity in employment or the provision of services. The Organization values diversity and seeks talented employees from a variety of backgrounds. We are committed to an open, diverse, and inclusive learning and working environment that honors the talents, respects the differences, and nurtures the growth and development of all.

Learn4Fun reserves the right to change or modify any of the policies and procedures listed herein with the exception of those mandated by Federal and State Regulations. These policies and procedures do not in any way guarantee employment or constitute any form of employment contract. Human Resource department is responsible for the administration of said policies and all questions relative to the Employment Guidelines may be directed to the Human Resource Department.

Benefits Plan

Learn4Fun's benefits program will provide a comprehensive and rewarding benefits package to its full-time employees. The benefits program is designed to protect the health and financial security to its employees and their family and provide a lot of other benefits and perks that would be attractive to most employees. Learn4Fun will carefully evaluate our employee benefit offerings each year to ensure we are providing our employees a competitive program. (Note: There are no part-time employees at this time)

Our full-time employee, regularly scheduled to work 40 or more hours per week, will be eligible to enroll in the benefits. Eligible dependents will be able to enroll in some coverages like the health insurance.

Eligible dependents include:

- Legally married spouse
- Natural or adopted children (under 26 years)
- Children under your legal guardianship (under 26 years)
- Stepchildren (under 26 years)
- Children under a qualified medical child support order (under 26 years)
- Disabled children 19 years or older.

Ineligible Dependents:

- Divorced or legally separated spouse
- Sisters, brothers, parents or in-laws, grandchildren, foster children etc.

Benefits and Perks offered by Learn4Fun:

- **Paid time off such as PTO, sick days, and vacation days:** Employees will enjoy generous leave benefits, including 14 paid holidays. In addition, Learn4Fun offers a variety of leave options to accommodate individual needs, including parental leave, bereavement leave, personal leave etc.
- **Health insurance:** Healthcare spending or reimbursement accounts, such as HSAs, FSAs, and HRAs. Eligible employees are provided short and long-term disability, with the option to purchase voluntary life insurance for themselves and their dependents.
- **Dental insurance (voluntary)**
- **Vision insurance (voluntary)**
- **Retirement benefits:** Learn4Fun will provide a generous contribution of 4.20% of salary towards 401(k).
- **Tuition reimbursement:** We believe education and skills development is very important for our employees too. Hence, the organization would reimburse up to \$2000 in 2 years.
- **Employee recognition programs:** We plan to share profit with our employees based on their performance and the organizations performance from Year 2 of the employment. IPO Stocks will be offered based on performance from 2nd year of employment.
- **Commission:** Commission will be given to employees whose student referrals are turned to admissions.
- **Commuting/travel assistance:** Orca card
- **Telecommuting options:** wherever possible.
- **Discounted course fee:** Dependents get 50% discount in course fee.
- **Workplace perks such as recreation activities, food and coffee, and flexible work schedules wherever possible.**

Significant changes to employment rates in the last year (2020) have put employers like Learn4Fun in a unique position moving into 2021. Though unemployment rates are higher now than they have been in recent history, the market is still expected to become more favorable to job seekers in 2021. As this is job seeker's market, it is the best time to attract great candidates and retention is equally important.

Benefits are one of the surest ways to improve employee satisfaction and thereby attract candidates and increase retention.

Learn4Fun believes offering a competitive benefits package will significantly improve the organization's success in both attracting top talent and retaining existing employees. Perks and benefits reinforce how much we appreciate, respect, and support our employees and their families. As a startup, Learn4Fun knows about the importance of creating and sticking to a budget. Hence, we have considered and included benefits in our budget, from the beginning. We have paid all the attention to providing benefits that every employee desire in an ideal job from Health insurance to flexible work schedules. We believe education and skills development is very important for our employees too. Hence, we have a robust budget for the Learning and development of our employees along with providing reimbursement for skills development.

Recruitment Plan

Talent Acquisition Objectives

- Create internal capability to drive the talent acquisition.
- Develop our employer reputation and brand by sharing our special story as why organization was formed. *In the present times, "Education" is one of the most important and integral part of every person's life irrespective of age, gender etc. Everyone wants to learn but not everyone is born equal in their interest in learning (subject/field of study), level of intelligence or creativity. "Learn4Fun" takes "Education" to the next level by making the experience of learning an intriguing and fun activity for both children and adult irrespective of their age. Its aim is to provide exceptional technologically rich learning experience while fostering every students' (child and adult) intellectual and creative development through real world challenges and project to help them meet high standards in education and workplace.*
- Meet current and future business needs through proactive sourcing of great talent.
- Ensure we have the best talent to drive the business forward.
- Be an equal employment opportunity employer and actively pursue and seek candidate from diverse backgrounds for all our positions.
- Build up key market knowledge of who and where talent is – internally and externally.
- Pipeline external talent for mission critical roles to complement our internal pipeline.
- Engage and create advocacy with our current employees to spread the story for our organization and attract great talent.
- To become "a talent magnet" and help the organization grow.
- Have the best hiring and onboarding experience.

Talent Acquisition Plan

- Set up the HR Department. For the purpose of this assignment, I have assumed that the following positions have already been filled.
 - CEO
 - HR Manager - 1
 - HR Generalist - 1
 - HR Assistant - 1
 - Recruiter - 1 (We have hired a talented recruiter who works specifically with startups and would be very crucial to find and attract qualified candidates.)
- To conduct a needs analysis for the various positions that need to be filled. (current and future openings- 3/6/9/12 months ahead).
- Know where to find the full-time employees. As a start-up, it is very important for “Learn4Fun” to create a brand awareness and impress and intrigue people with the business idea. The best way to find talent would be:
 - **Networking outside of the office:** Attending networking and recruitment events would be a good place to start our search. It would be a great opportunity to get the word out about the business and get people interested in the idea and to come work for us.
 - **Asking for referrals from friends and colleagues:** Our connections may know people who could be a good fit for the business and open positions.
 - **Using social media:** Sharing our story and the business ideas, mission, vision and company goals is a great way to attract and reach more people these days. We’ll post a link to the job descriptions too to help broaden the search. The other added benefit would be people can share our post with their own networks. We can use the most popular social medias like LinkedIn, Facebook, Twitter and YouTube etc. to get people interested. Social Networking strategies include:
 - **LinkedIn** -Use for active & passive job seekers and also great for research.
 - **Facebook** - Use for passive job seekers. Create a “Facebook page” w/link to company career page.
 - **Twitter** - Create a “tiny URL” people can access. Provide updates on company & positions.
 - **YouTube** - Create a “YouTube Channel” w/links to company website and employee videos and some advertisement showing the idea behind the Organization, its mission and vision and show how it will affect the lives of the student / people.
- During first 30 days, finalize the most suitable HRIS and ATS software for the organization. Develop a core group of metrics based upon specific measurables. Confirm the ATS has

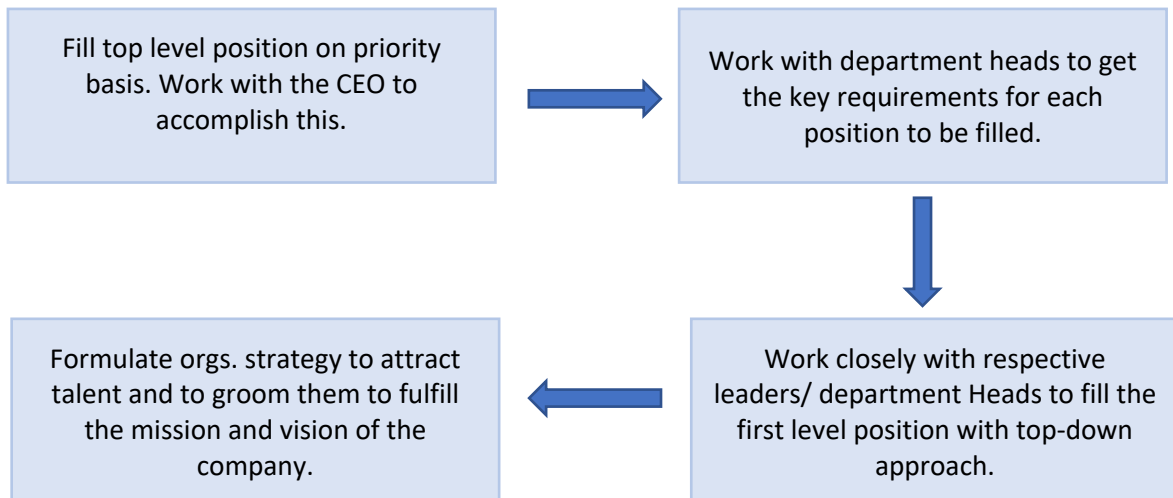
the ability to generate the desired reports. Metrics would include, but are not limited to the following:

- Time to Fill
- Cost Per Hire
- Quality of Hire
- Candidate Source

Potential Software applications (SAAS) could be Workday or Oracle HMC.

- Explore the possibilities of incorporating “live video interviews” into the hiring process. This process would lead to a reduction in cost per hire, time to fill, a recruiting advantage /differentiator, and an increase in the candidate pool. Two potential vendors could be HireVue or LiveHire.
- Learn4Fun is an equal opportunity employer and does not discriminate on the basis of sex, gender, sexual orientation, race, nationality, age, or religion.

Recruitment Process and Timelines



Phase	Task	Time Estimate
Plan recruitment	<ul style="list-style-type: none"> ● Meet with senior management and conduct a needs analysis. 	1 Week
Develop recruiting material	<ul style="list-style-type: none"> ● Develop job description. ● Create the Application form and define the application selection criteria. ● Develop Interview selection criteria and interview guideline. 	1 Week

	<ul style="list-style-type: none"> • Create onboarding plan. 	
Source candidates	<ul style="list-style-type: none"> • Complete / Approve job advertisements. • Identify advertising locations. • Post Jobs on various job boards. • Contact candidates through job sites / cold calling / email. • Track candidate applications. 	4 Weeks
Manage and screen candidates	<ul style="list-style-type: none"> • Review candidate application. • Select candidates for interview. • Schedule candidate interview 	2 Weeks
Interview and select candidates	<ul style="list-style-type: none"> • Interview candidates (different no. of rounds based on positions) • Conduct background checks and reference checks. • Select candidates to make a job offer. 	3 Weeks
Extend and confirm offer	<ul style="list-style-type: none"> • Extend offer letter. • Confirm Start date. 	2 Weeks

**Please note that the timeline for each phase will be overlapping. Just to clarify, the time estimates in the above table are the total no. of weeks each task will take to complete and not the week sequence.

Application Process

- Interested candidates must fill out an online application and submit resume.
- Recruiter will screen online applications based on job description and other eligibility requirement such as federal and state labor requirements (i.e., if they are legally allowed to work in the United States).
- Recruiter will send application for review to HR Manager and CEO in case of Department Heads. All other applications will be sent to the HR Manager and respective Department Heads for shortlisting. Target SLA for application turn around is five business days.
- The short-listed candidates would be scheduled for a phone-screen / video screen. If the candidates pass the first round of screening, they will be called in for on-site interview. Target SLA for turnaround is two business days, with a goal to respond under the stipulated time.
- The candidates that clear the first round will be scheduled for onsite interview with 2-4 rounds depending on the position. The final round will be a face-to-face with the HR

Manager and the CEO. Target SLA for application turnaround is 5 business days, with a goal to respond under the stipulated time.

- Send offer letter with details about compensation and benefits.

**All application will be tracked using the ATS system.

Roles to Fill

Department	No. of Positions	Position Status	Priority Level
HR Department			
HR Manager	1	Filled	
HR Generalist	1	Filled	
HR assistant	1	Filled	
Recruiter	1	Filled	
Comp & Benefits Specialist	1	Open	1
Software Engg. / System Admin	2	Open	1
Learning and Dev Specialist	1	Open	1
Total	8		
Rest of the Org.			
Instructors / Teacher Type-1(Sc. & Math)	5	Open	2
Instructors / Teacher Type-2 (IT)	3	Open	2
Instructors / Teacher Type-3 (ART)	2	Open	2
Curriculum Developers	2	Open	1
Assist. Instructor	2	Open	3
Education Director	1	Open	1
Education Coordinator	2	Open	3
Instructional Designer	2	Open	3
Web designer / developer	2	Open	1
Software Engineer / System Admin	4	Open	1
Sr. Developer / Sys Admin	2	Open	1
Project Manager	1	Open	1
Program Manager	1	Open	1
Finance Officer	1	Open	1

Finance Manager	1	Open	1
Marketing and sales Manager	1	Open	2
Marketing Coordinator	1	Open	2
Administrative assistant	1	Open	1
CEO	1	Filled	
Total	28		

Onboarding

Onboarding: Goals and Outcomes

- Short-term (within first few days): Employee will complete orientation, submit all new hire and enrollment paperwork, and be acquainted with the organization’s background and mission. Employee’s first-year’s activities, goals, and outcomes are determined.
- Long-term (within first year): Employee will complete onboarding plan and activities and will work to achieve established goals and outcomes. Employee will be participating in daily operations, is working effectively with staff, will be successfully evaluated by supervisors and will established professional development goals for the following year(s).

Orientation: Goals and Outcomes

- Employees are familiarized with the organization’s history, culture, policies, standards, mission, goals, and day-to-day processes.
- New hire paperwork will be completed, and necessary documents will be collected.
- Employees will be enrolled in benefits and incentive programs (or given the necessary information to do so on their own).
- Employees will be given access to proprietary accounts, email, networks, and hardware/software.

Organization Responsibilities: Prior to start date

- Send welcome letter confirming key information (e.g., position title, first day, schedule, location, salary, dress code).
- Send introductory message to new hires.

- Inform employee of payroll policies/frequency, benefits and incentive policies and programs.
- Provide information about parking, security, and/or building entry arrangements.
- Prepare desk/workspace, including any necessary office supplies and hardware/software.
- Provide necessary account logins, email addresses, network registrations, etc.
- Appoint mentor/coach to answer questions, guide executive through proper policies and procedures, address potential issues, and help executive achieve organizational and professional development goals.
- Schedule welcome meetings with colleagues and organization leaders / CEO.

Organization Responsibilities: On/after start date

This is to be done on the 1st day of joining for Employee orientation.

- Greet employee, conduct tour of office.
- Verify all required documents for submission for company records.
- Provide information about organizational mission, vision, goals, history, culture, structure, financial background, policies, and processes.
- Provide informational/training materials.
- Facilitate training session(s) for all compliance training and all company policies.
- Facilitate job related training session(s) specific to the roles.
- Acquaint employee with human resources staff and other key resources.
- Enroll employee in benefits/incentive programs or facilitate enrollment.
- Walk through software/hardware setup and login.
- Photo for ID card will be clicked, and ID card will be provided.
- Arrange welcome meetings with colleagues and supervisors.

Employee Responsibilities

This is to be done on the 1st day of joining during Employee orientation.

- Complete all necessary forms, paperwork, and enrollments by due date.
- Complete all training, professional development, orientation activities, and assignments by due date.
- Set up and log into all necessary accounts, email addresses, networks, and hardware/software.
- Obtain any necessary parking/building access codes, badges, tags, and/or permissions.

This is to be done during the 1st week of joining after Employee orientation.

- Determine and establish action plan to achieve near-term organizational goals.
- Schedule any necessary meetings with team, colleagues, and leaders/stakeholders.
- Seek guidance from mentor, organization leaders, and/or stakeholders regarding current or potential problems.

Learning and Development

At Learn4Fun, we believe each employee makes an important contribution to the teaching community with talents and expertise that are unique and valuable to the organization/institution. We are dedicated to providing support to individuals and departments, through learning opportunities, to cultivate their talent and leadership skills so they can better serve the organization in its mission.

The Department of Human Resources recognizes that there are multiple learning styles and that by providing flexibility and support to employees and teachers/instructors, through training & development programs, we can all benefit from the skill development of our community. Our goal is to provide learning opportunities in a variety of formats, support the demonstration of skills and development to show how it can benefit the community on a larger scale.

Some ways the Department of Human Resources provides support to help cultivate and develop talent are as below:

- Create a sense of community through New Employee Orientation that explains the institution's mission, vision, values and goals and how the employee's role at the Organization helps the community accomplish its goals. This orientation also provides information on organizational policies, applicable laws and benefits so that employees are in possession of the knowledge tools that will help them be successful in their position.
- Provide employees with relevant learning opportunities that focus on the enhancing existing skills and acquiring new skills, including technical, business and leadership skills, to allow them to adjust to ever changing work situations and enhance individual and group productivity.
- Support employees in the demonstration of skills learned and relating these to the department and the organization's goals.
- Promote diversity on company premises through training opportunities and cultural awareness.

Learn4Fun's overall training and development budget will be set annually as part of the business planning process. The budget for all training will be managed by Human Resources. Those that oversee training and development funds will ensure that budgets are allocated fairly and equitably, and that the allocation best meets the needs of the organization. Funds will be used to ensure that employee's skills, certifications, designations and legal or legislative requirements are being met within the scope of the employee's current position or job description. In total we anticipate spending 15% of the total budget (\$750,000) on Learning and Development. These funds would be for training and development of employees only. The budget will be used to develop and grow employees beyond their current position for the purpose of succession planning and advancement. Funds will also be used to provide companywide training and

development initiatives that focus on identified competencies across all employee groups which include the following:

- New Employee Orientation.
- Training for “How to provide rich learning experience to each student” as per the mission of the company. – for teachers/ instructors and course designers.
- How to deal with clients/ customers (students, parents etc.) and business partners (third party organizations, big companies) for collaboration.
- Equal employment opportunity training.
- Diversity training.
- Anti- discrimination and Anti-harassment training
- Leadership training for managers and head of departments.
- Conflict resolution training for employees.
- Other compliance trainings as per company compliance policies such as working hours, dress-code, leave policy, attendance policy, benefits and compensation, privacy policies.
- Skills enhancement.

All regular Employee and Teachers/Instructors will participate in most of these training as part of their Day One orientation. Responsibility for professional training and development extends to all levels of the organization. Teachers/ Instructors and those involved in designing courses need to undergo one special training. One of the training modules “How to provide rich learning experience to each student” as per the mission of the company, has been defined to meet specific training needs as a sample for this Project.

ADDIE Phase and Training Plan Sections	Topics
Assess • Sponsor: Learn4Fun • Program Goals • Course Description: Teaching and evaluation methodology:	Sponsor needs: Learn4Fun wants every employee to know the philosophy behind the company's Vision and Mission and to let them understand the idea of how the company wants to operate and impart knowledge to the students in the most creative and interesting way that would make learning a fun experience irrespective of the subject. (Philosophy: Instead of promising students that today’s lessons will be important in their lives someday, why not help them apply what they’re learning to tackle real issues now). Program goals: Teachers / Instructors would be capable of providing a rich learning experience to each student by imparting knowledge in the most creative and intriguing way that would make each student maintain their interest in the subject and help with their intellectual and creative growth.

	<p>Needs assessments: Yes, online assessment, multiple choice questions / scenario.</p>
	<p>Audience characteristics: All instructors / teachers and those involved in creating course curriculum.</p>
<p>Design</p> <p>• Learning Objectives</p>	<p>Design models:</p> <ul style="list-style-type: none"> ○ Online simulations. ○ Call and response, Q&A sections throughout the training. ○ Workbook / PPT / Pdf guide that includes key points from the presentation so that trainees have a reference for core teachings after the training has finished. <p>Learning objectives: Teachers / Instructor should understand the method of teaching (with real world project) and how to give assignments and grade them. At the end of this training the Teachers/instructors will understand how to:</p> <ul style="list-style-type: none"> ○ Make Learning an interesting and fun activity for the students. ○ Design the curriculum for Children and Adults keeping their needs and level of understanding in mind. (e.g.: An art class for the 10 yr old will be different from that of an adult.) ○ Create projects based on real life problems and collaborate with external groups and organization and provide meaningful opportunities to learn. ○ Access and grade project work, provide feedback to help students excel in the field. ○ Help and guide each student in one-on-one session to have better understanding of the subject and assist in their intellectual and creative growth. <p>Training plans</p> <ul style="list-style-type: none"> ○ There will be an option to take the training online or in-person. Total no. of trainees that can attend at a time are 10. Training would be live and people who opt for online mode would be required to join at the time of the training.
<p>Develop</p> <p>• Learning Objectives</p> <p>• Delivery Methods</p> <p>• Activities</p> <p>• Resources</p>	<p>Delivery methods:</p> <ul style="list-style-type: none"> ○ In person ○ Online <p>Technology:</p> <ul style="list-style-type: none"> ○ Online Training tools / Learning Management System (LMS). ○ Videos to provide examples. ○ Trainees will need access to a desktop / laptops/ tablets for this training online training and assessment

<p>Implement</p> <p>• Pre-post training activities</p>	<p>Pilot groups</p> <ul style="list-style-type: none"> ○ Head instructors for each department (Math, Science, IT, Art etc.) ○ Senior teachers / instructors. ○ Other teachers will be asked to volunteer.
	<p>Pre-work</p> <ul style="list-style-type: none"> ○ Some reading material will be provided to every teacher / instructor that would serve as a guideline for preparing course work for every class and subject. They are to go through the material before the training session. Everyone going for the training would be required to prepare a project work for one class they would be teaching and what they expect in the project from the students. This will be reviewed during the training session. ○ Answer the question: What is your method of teaching and how can you make it most interesting.?
	<p>Post training activities</p> <ul style="list-style-type: none"> ○ Online quiz. ○ Prepare coursework for one of their subjects for one of the class of students. ○ Finalize project work for one of the subjects for one of the class of students.
<p>Evaluate</p> <p>• Evaluation activities</p>	<p>Training program evaluation:</p> <ul style="list-style-type: none"> ○ All participants will be asked to fill a survey post training. ○ Evaluation of coursework and project work would determine if training met the program goals.
	<p>Kirkpatrick levels</p> <ul style="list-style-type: none"> ○ Survey that employees fill out after training. • Were you satisfied with the training overall? • Was the training an effective use of your time? • Did the courses cover enough material? Were they at the right proficiency level, or too easy/advanced? • Did the training address the needs in your role? • Did the training style work for you? Considering the pace, delivery method, location (in-person or online), content, etc. ○ Customer survey

The HR departments emphasis on the use of software tool like Trello to manage the ADDIE model. This provides us with a structured method for tracking the movement between the stages and it's also a great way to document any developments or takeaways from each stage.

HR Operations and Systems Plan

The HR team at Learn4Fun acknowledges the critical role of technology and systems in various aspects of HR work. Therefore, we are focused in using technology and systems to drive data-focused decisions.

We want to recognize and use one system of record for workforce data in all functional areas such as recruiting, onboarding, compensation and benefits, learning and development, employee assessment and professional development. We will be able to see trends in the workforce and other areas of talent management. and strategically plan to address. We will operate as a data-driven organization for planning and decision-making.

This will enable us to make sure key HR transactions are performed consistently and in compliance with regulations. We will be able to make policy and programmatic decisions based on data and predictive indicators.

Labor Relations Approach

The HR team is committed to promoting respectful, effective, fair, and professional relationships between Learn4Fun and its employee group.

We will work to provide employees and supervisors with the resolutions of work-related issues. They also provide consultation and advice to managers, supervisors and employees regarding Human Resources issues, including performance management, corrective actions, interpretation of policies and procedures and collective bargaining agreements, training of staff policy and procedures, etc. Learn4Fun is dedicated to creating and sustaining a positive work environment.