



# Building a Million Dollar Practice Team

**THE LEADER'S  
PLAYBOOK FOR HR  
SUCCESS**

PRESENTED BY NIKI  
RAMIREZ, MBA, PHR,  
SHRM-CP

# Session Objectives



Understand how solid HR foundations support growth and lower stress.



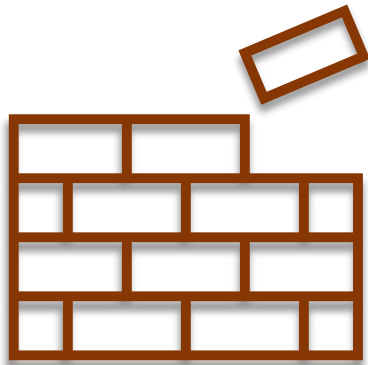
Learn the 7 essential HR pillars for building a strong team.



Gain practical tools and expert insights right from HRAnswers.org's HR Quick Start.

The way you lead  
your team is your  
culture.

# Leadership Foundations



**Align your leadership with your mission, vision, and values.**

- ❑ What do you want employees to picture and feel when they think about work?
- ❑ What kind of culture are you intentionally building? How?
- ❑ How can you lead most naturally?

# One Word.

HR systems don't  
replace leadership...  
They empower it.



# 7 Essential HR Pillars

1. Compliance & Handbook Foundations
2. Job Descriptions
3. Compensation & Perks
4. Recruitment & Selection
5. Onboarding & Orientation
6. Performance Evaluation
7. Employee Discipline & Separation



*Policies are a  
promise, to your  
people and your  
practice.*

# 1. Compliance & Handbook

## COMPLIANCE

- ▶ Know what applies to you (local, state, and federal)
- ▶ Create responsive policies and procedures to maintain compliance

✓ Resource: Small Employer Checklist





# 1. Compliance & Handbook

## HANDBOOK

- ▶ Create clarity
  - ▶ Set consistent expectations
  - ▶ Reduce risk
- 
- ❑ What policies need work?
- 
- ✓ Resource: Handbook



**If you can't define it,  
you can't delegate it.**

© 2025 HR Answers LLC All Rights Reserved



## 2. Job Descriptions



- ▶ Bring clarity to roles and expectations
  - ▶ Communicate organizational structure
  - ▶ Serve as a resource for hiring, training, performance, and ADA
- ✓ Resource: Job Description Toolkit

**Your pay strategy tells a story.  
Make it one that your team wants to be a part of.**

# 3. Compensation & Perks



- ▶ Take a strategic approach to benefits and perks
- ▶ Pay design: Keep compliance considerations (FLSA) top of mind
- ❑ What motivates your team beyond pay (how do you know)?
- ✓ Resource: Employee Benefits & Perks List

Every hire shapes  
your culture.  
Choose wisely.

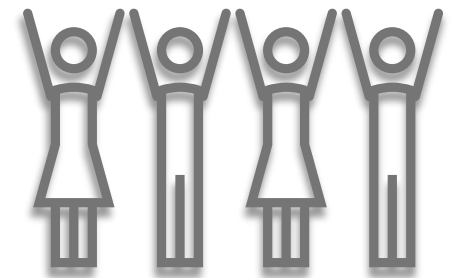
© 2025 HR Answers LLC All Rights Reserved



## 4. Recruitment & Selection

**Envision your ideal candidate; define them!**

- ▶ Write magnetic job posts
- ▶ Stick to structured interviews and evaluations of candidates
- ✓ Resource: Interview Do's and Don't's, Interview Evaluation Sheet



Connection starts before  
day one.

© 2025 HR Answers LLC All Rights Reserved





## 5. Onboarding & Orientation



### **First impressions count.**

- ▶ Compliance matters
- ▶ Connection is key

- ✓ Resource: 6-Week Ramp Up Outline

**Growth happens when  
expectations meet  
encouragement.**

© 2025 HR Answers LLC All Rights Reserved



## 6. Performance Evaluation

**Set the tone: Feedback is not punishment. It is how we develop.**

- ▶ Share clear expectations
- ▶ Set measurable goals
- ▶ Track and discuss progress

✓ Resource: SMART Goals Quick Take

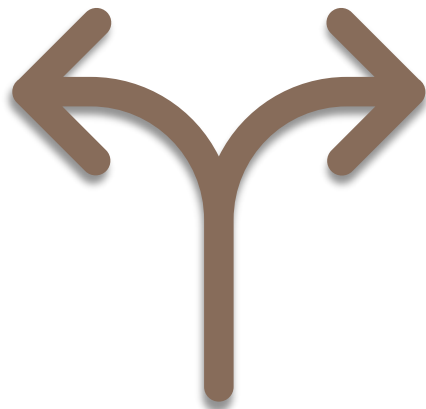


**Even the hardest  
conversations can be  
handled with heart.**

© 2025 HR Answers LLC All Rights Reserved



## 7. Discipline & Separation



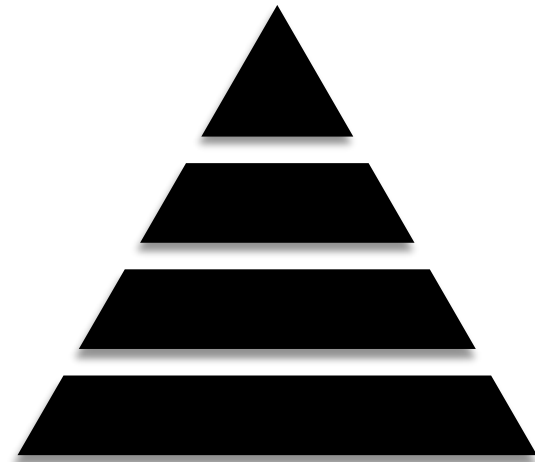
**Handle tough stuff with compassion + and eye on compliance.**

- ▶ Keep effective documentation
  - ▶ Always coach
  - ▶ Be honest
- 
- ✓ Resource: Providing Tough Feedback Quick Take

# Wrap-Up & Next Steps

**Your next level of success starts with intention.**

- ▶ Choose 1 HR pillar to focus on next quarter.
- ▶ Use your Leader's Playbook/Workbook to stay on track





EXPERT HUMAN RESOURCES SUPPORT  
LEADERSHIP COMMUNITY  
& COACHING  
FOR PRACTICE LEADERS

ANNUAL MEMBERSHIP  
(FULL ACCESS)



<https://bit.ly/JoinNavHR>

Discount 33OFF thru 9/15/25

# We'll Keep the Conversation Going



**HRAnswers.org**

Our Mission: Your people.



Your facilitator today:  
Niki Ramirez, MBA/PHR/SHRM-  
CP/THRP

[nramirez@hranswers.org](mailto:nramirez@hranswers.org)

[www.hranswers.org](http://www.hranswers.org)

602-715-1300

Connect with me!



# Your Facilitator:

## Niki Ramirez, MBA/PHR/SHRM-CP/THRP

- ▶ I'm a certified human resources consultant, team success strategist, and the founder of HRAnswers.org. We focus on providing practical, impactful HR consultation to small business leaders so that they can relax and focus on their goals that creates a positive ripple in the world.
- ▶ We believe that professional human resources support isn't only for big companies with huge budgets. HR support is something that every size business deserves! I decided to take what I learned in big-Company HR and design a process to help small businesses create HR programs that align with their business goals *and* organizational culture, to yield maximum results.
- ▶ Our goal is to help our clients reduce business risk and dramatically improve the employee experience.

