

HR Boot Camp Playbook

INCLUDING TEMPLATES & DETAILED EXAMPLES



Driven by digital transformation and changing employee preferences, a new world of work is starting to take shape. But 79% of HR Professionals do not have the skills to be successful in this more digital, data-driven, and people-centric world of work.

Organizing an HR Boot Camp is the perfect starting point for organizations looking to close the skill gap holding HR back. This enables you to equip your HR team with the skills they need to drive business impact and create a workplace in which everyone can thrive.

“HR Boot Camps are intensive skill-building programs that combine teamwork, accountability, and hands-on projects to upskill at scale and help HR teams become better at what they do.

In this Playbook, you’ll get:

- 4 examples of HR Boot Camps
- 5 steps to create an impactful Boot Camp
- Boot Camp timeline example
- Template: Identifying strategic skills gaps
- Template: Defining moments that matter

HR Boot Camp Examples

Digital HR

Adopting digital solutions, creating memorable employee experiences, and leveraging technology to drive value at scale.

- Digital dexterity
- Technology adoption
- Digital employee experiences

Business Partnering

Understanding the external and internal business context, aligning HR with the company strategy, and speaking the same language as the business.

- Consulting skills
- (Basic) finance
- Customer focus

Data Literacy

Shaping a data-driven HR culture and driving fact-based decisions by developing the ability to read, apply, create, and translate data to influence business decision-making and action.

- Data analyses
- Analytics insights translation

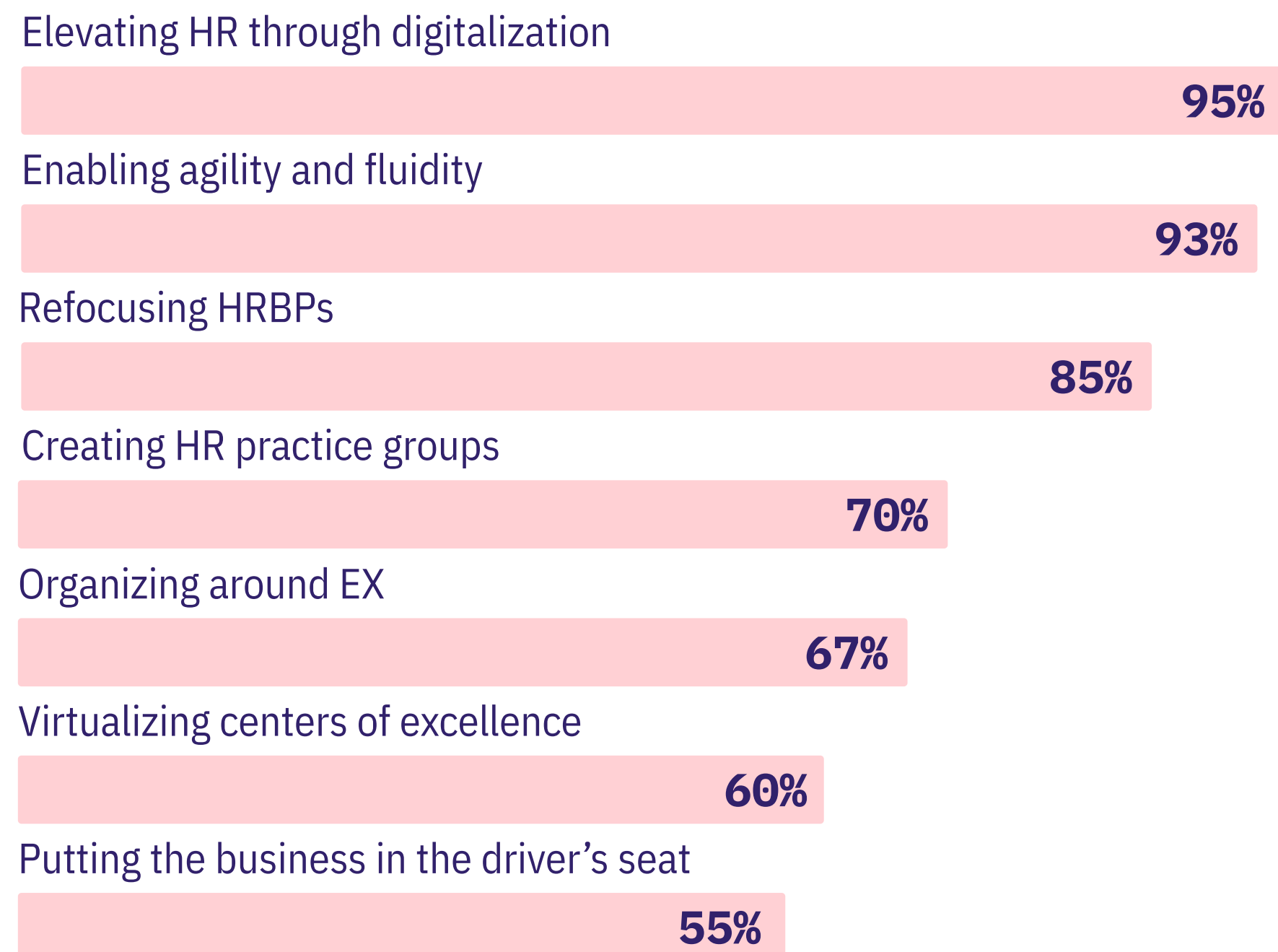
DEIB

Creating awareness and skills to create diverse and inclusive workplaces where people are treated equally and feel like they belong.

- Cultural awareness & transformation
- Ethics
- Internal communications

1. Start from A Strategic HR Priority

CHRO priorities



Source: McKinsey

Building support and getting buy-in from the right stakeholders is essential to the success of any learning initiatives

To get started, you need to align the business goals, strategic HR priorities, and focus areas of the Boot Camp.

Once you have an overview of your organization's strategic (HR) priorities, you're ready for the next step.

On the left are some priorities popular amongst CHROs according to McKinsey.

2. Identify Strategic Skills Gaps

Once you have a clear overview of the strategic priorities, it's time to identify which skills are needed to deliver on the respective priorities and to what extent the relevant skills are present within the HR team.

You can use a simple matrix to rate each skill on importance vs. presence. This matrix provides you with a clear overview of the most important skills gaps.

See Annex 1 for the full-page template

Strategic Priorities	Skills Needed	Skill importance (1 - 10)	Current skill level (1-10)	Skills gap
Elevating HR through digitization Building digitalization expertise and using robotic process automation and mobile self-services to elevate delivery quality	Digital dexterity	9	3	-6
	EX Design	7	3	-4
	Technology enablement	7	5	-2
Creating belonging Making feel employees truly included and that the organization cares for them as individuals.	People Advocacy	8	9	+1
	Cultural transformation	8	7	-1
	Communication	8	6	-2
Connecting with the business Becoming a strategic partner for business stakeholders and using the same language.	Customer focus	8	6	-2
	(Basic) Finance	7	2	-5
	Consulting	9	5	-4
Strategic HR Priority Description of what this priority means for the people + organization	Skill	Rate importance = X	Rate current level = Y	= X - Y

3. Define Goals With Moments That Matter

The goals of your learning initiatives should be defined by driving behavior change in moments that matter. The total number of time spent learning, lessons completed, or quiz-scores should never be your goals.

Moments that Matter are the everyday work situations where people have the opportunity to display the skills your Boot Camp is built around. By directing your team's attention to these moments, they can serve as a valuable learning tool and measure of success.

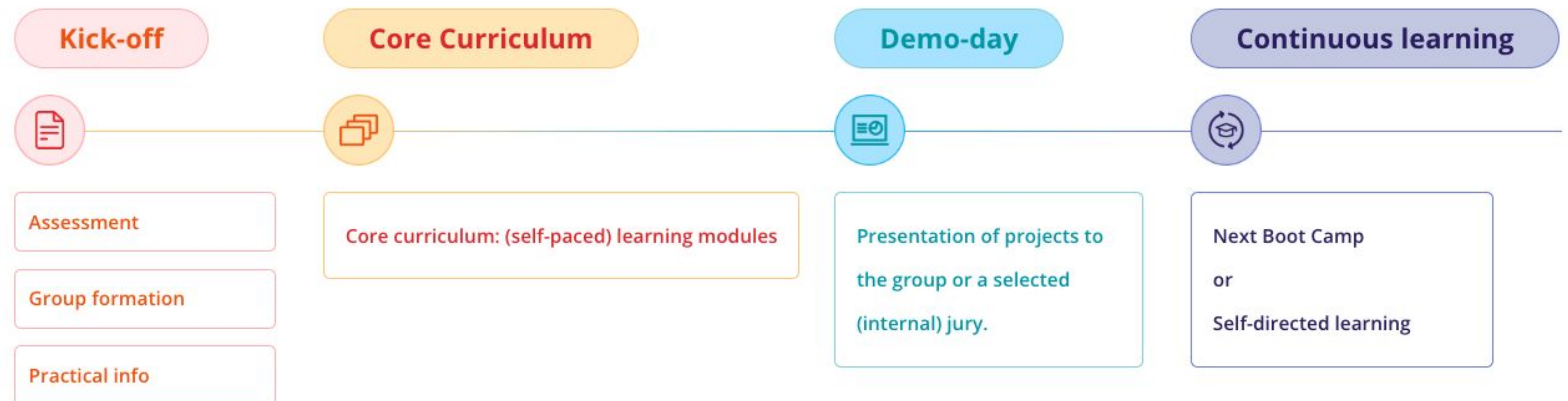
See Annex 2 for the full-page template

Moment that matters	Learning outcome	Business impact
Interactions with business stakeholders	Ability to ask relevant questions in conversations with business stakeholders to fully understand business needs	Position HR as a credible and strategic partner
Discussing budgets	Ability to understand financial budgets and how these impact hiring decisions and compensation packages	Helping hiring managers maximize the impact of their (people) budget
Process & policy creation	Ability to ensure that processes and policies are centered around what employees want/need.	Customer-oriented and frictionless HR policies / higher engagement
Problem solving	Ability to understand how technology can be leveraged to solve (business) problems	More automation and efficiency
Onboarding	Ability to design frictionless and self-service experiences that provide people with the right information at the right time	Faster ramp time + higher employee engagement
Application scenario where learning will be applied	Knowledge, skills, and attitudes learners will gain	How will the desired behavior change in the moment that matters (positively) impact the business?

4. Learning Path & Delivery

The learning path provides a chronological overview of the learning modules, events, tools, and other elements that are part of the Boot Camp.

This is an **example of what an AIHR-led Boot Camp looks like.**



5. Measure Impact

HR Impact Assessment

HR should be focused on people and building great workplaces that enable the organization itself and the people within it to thrive.

The HR (Business) Impact Assessment is a proprietary tool measuring the extent to which this goal is achieved by asking 360 degrees input from business stakeholders and employees.

360 Feedback on Moments that Matter

By implementing 360° feedback, you take a holistic approach to evaluating your team's progress.

Your team will be tasked with collecting feedback from their peers, manager, and key stakeholders around their performance during the Moments that Matter.

The input from the 360 feedback assessments enables managers to have growth talks centered around each individual's progress and growth opportunities.

Skills assessments

Skill Assessments are objective tools to monitor your team's skill improvement.

By performing the assessment at the beginning and end of your Learning Journey, you can see a measurable skill improvement in your team.

Analytics

Understanding if and how people are engaging with learning paths can be used as a leading indicator for business impact and behavior change in the moments that matter.

Annex 1: Template for Identifying Strategic Skills Gaps

Strategic Priorities	Skills Needed	Skill importance (1 - 10)	Current skill level (1-10)	Skills gap
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[Click there](#) to download this template in (editable) PowerPoint format.

Annex 2: Template for Defining Moments That Matter

Moment that matters	Learning outcome	Business impact
Interactions with business stakeholders	Ability to ask relevant questions in conversations with business stakeholders to fully understand business needs	Position HR as a credible and strategic partner
Discussing budgets	Ability to understand financial budgets and how these impact hiring decisions and compensation packages	Helping hiring managers maximize the impact of their (people) budget
Process & policy creation	Ability to ensure that processes and policies are centered around what employees want/need.	Customer-oriented and frictionless HR policies / higher engagement
Problem solving	Ability to understand how technology and automations can be leveraged to solve (business) problems	Increased efficiency
Onboarding	Ability to design frictionless and self-service experiences that provide people with the right information at the right time	Faster ramp time + higher employee engagement
Application scenario where learning will be applied	Knowledge, skills, and attitudes learners will gain	How will the desired behavior change in the moment that matters (positively) impact the business?

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AIHR-Led HR Boot Camps

Guided by experts

Ensure maximum impact by getting AIHR's team of Learning Consultants involved.

Our learning consultants host the kick-off and (optional) live learning sessions, and ensure that learners keep up with the schedule.

Our team of coaches and subject matter experts offers an additional level of individual support.

[Learn more](#)



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