



People in print

CPISC ▶ CSIC

Le visage de l'imprimerie

Canadian Printing Industries Sector Council

Conseil sectoriel de l'imprimerie du Canada

HR TOOLKIT BACKGROUNDER

In order to thrive, employers must be able to effectively manage their human resources. Companies that excel are those who leverage management practices for better business results by planning, aligning and managing their employees' efforts toward business success.

CPISC's 2009 HR Study indicates that 87% of firms in the printing and graphic communications industry have 10 employees or less, and therefore most don't have dedicated HR personnel. CPISC recognized that employers needed help addressing HR issues to succeed in the evolving climate, and worked with the industry to adapt existing HR tools and tailor them specifically for the Canadian printing and graphic communications industry. The new *HR Toolkit* provides pragmatic tips, tools and templates to help employers improve their HR management practices.

HR management practices help companies deal with specific challenges, including:

- Ensuring a sufficient supply of skilled workers
- Maintaining productivity and staying competitive while expanding into new markets
- Retaining and engaging existing talent

About the HR Toolkit

CPISC's HR Toolkit addresses the HR issues outlined above —and more—that affect small and medium-sized printing shops in Canada. It's essentially a virtual HR department, loaded with information and highly-adaptable templates.

Created specifically for the printing and graphic communications industry, the HR Toolkit focuses on five areas:

- *Skilled Staff*: recruiting, hiring, training, coaching and mentoring
- *Setting Goals*: managing performance, giving rewards and recognition, managing change
- *Positive Workplaces*: recruitment and retention, communication, managing differences and resolving problems
- *Health & Safety*: reducing risks, meeting requirements, managing absenteeism
- *Planning & Organizing*: aligning HR to the business, organizing roles, planning for the future

About the Canadian Printing Industries Sector Council (CPISC)

CPISC is a national organization that collaborates with printing and graphic communications industry employers, employees, educators, suppliers and representatives of governments to create and implement innovative strategies for skills development and progressive HR management practices. In doing so, CPISC enables all key players in the printing and graphic communications industry to work together in partnership to improve the quality of the industry's current and future workforce.

Through the completion of its national Skill Standards and three watershed reports—the Skills and Technology Roadmap, *Charting Our Course*; the HR Study, *An Industry Redefined*; and the Training Needs



People in print

CPISC ▶ CSIC

Le visage de l'imprimerie

Canadian Printing Industries Sector Council

Conseil sectoriel de l'imprimerie du Canada

Assessment, *Bridging the Gaps*—CPISC has built a solid foundation and understanding of what the industry needs. Moving forward, the Council is building on those findings and evolving from a research-based organization into one that also offers services, tools, programs and resources to maximize the career potential of every employee and support the industry's prosperity.

CPISC has identified four key long-term objectives in its 2010-2013 Strategic Plan that describe the behaviours that the Council would like to influence and see exhibited by the industry in the coming years. These outcomes are that the industry:

- has skilled workers with transferable skills
- retains existing workers and recruits new workers
- adopts strategic HR management and best practices
- takes coordinated action on common HR issues

To achieve these objectives, CPISC is focusing on goals and activities in four areas: skills, training, career pathways and HR management which includes the provision of timely and informative data on the industry.