



People in print

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Le visage de l'imprimerie

Canadian Printing Industries Sector Council

Conseil sectoriel de l'imprimerie du Canada

HR TOOLKIT Questions & Answers

Q. Why was CPISC's online HR Toolkit developed?

A. CPISC's 2009 HR Study, *An Industry Redefined*, reported that 87% of Canadian printing and graphic communications firms have 10 employees or less and therefore likely don't have dedicated HR personnel. CPISC's new online HR Toolkit puts HR best practices and tools into the hands of those employers and people who have HR responsibilities.

Q. How much does CPISC's HR Toolkit cost?

A. Access to the HR Toolkit costs \$55 per company location.

Q. Is this CPISC's first for-pay resource?

A. The HR Toolkit is the first resource that CPISC is charging a nominal fee to access. The HR Toolkit was priced to be accessible for small and medium-sized firms, costing less than even an online HR management course.

Q. What system requirements are necessary to access the online HR Toolkit?

A. Users will require a computer with an internet connection and internet browser. More information on system and technical requirements can be found at www.printHRtoolkit.ca.

Q. What topics are covered in the HR Toolkit?

A. The HR Toolkit consists of five sections that include information, tools and templates to help the industry succeed in its HR management practices, and ultimately in their business. These include:

- *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

Q. Where can I find more information?

A. For more information about CPISC's new HR Toolkit—including screenshots and a sample template—visit www.printHRtoolkit.ca. For more information about the challenges facing Canada's printing and graphic communications industry, see [CPISC's HR Study](#).

Q. Who contributed to this project?

A. CPISC received funding for the project from the Government of Canada's Sector Council Program.

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