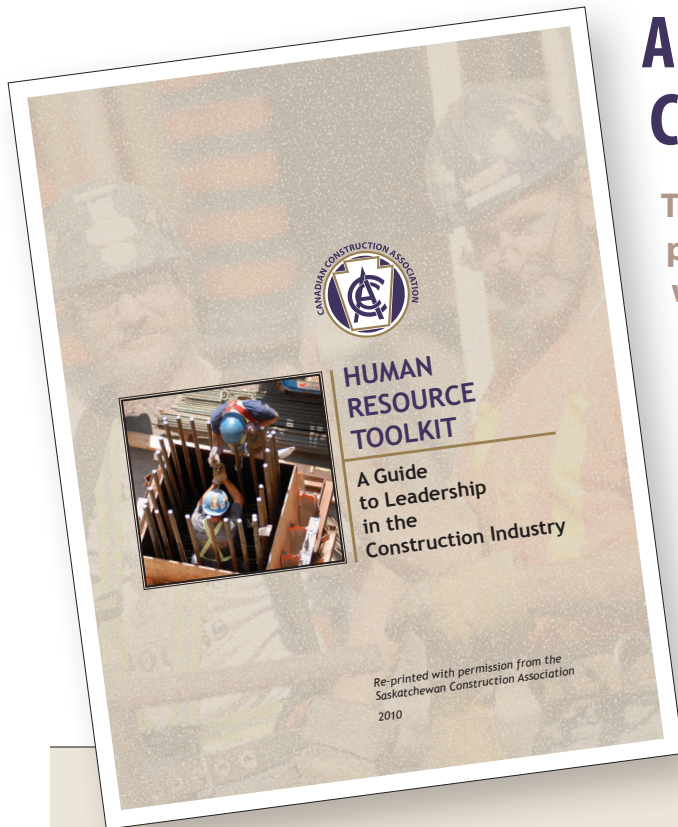


# CCA Human Resource Toolkit: A Guide to Leadership in the Construction Industry

The CCA Human Resources Toolkit is designed to provide employers in the construction industry with practical guidance on human resources related issues.

Developed by and issued with the permission of the Saskatchewan Construction Association, this toolkit includes explanations of key concepts, templates, and case studies. It contains modules on workforce planning, recruitment and selection, workforce engagement and performance, and a prescription for leading in changing times.



MODULE 1 on **workforce planning** considers topics such as:

- Business strategy/capabilities
- Workforce drivers
- Workforce plan
- Workforce transition – internal placement and development and external staffing, and
- External workforce transition

MODULE 2 addresses issues relevant to the area of **recruitment and selection**, including:

- The identification of recruitment needs
- Pre-search analysis
- Sourcing
- Candidate management
- Interview tips, and
- Sample reference checks

MODULE 3 deals with **workforce engagement and performance**, including:

- Leadership and influencing employee performance
- Orientation best practices
- Developing leadership skills
- Learning and continuous improvement
- Performance management
- Career and succession planning
- Rewards and recognition
- Addressing low morale, and
- Exit interview best practices

MODULE 4 is entitled **prescription for leading in changing times**, and discusses how to:

- Conserve cash
- Manage meaningful expenses
- Place a premium on leadership
- Optimize your workforce, and
- Actively prepare for an upswing

The purchase of this hardcopy toolkit includes access to download over 50 forms and templates relating to finance and administration, health and safety, conduct and discipline, employment, strategic planning, and promoting careers in construction.

Visit [cca-acc.com/en/industry-practices/cca-documents](http://cca-acc.com/en/industry-practices/cca-documents) for the list of downloadable documents.

For copies of the CCA Human Resource Toolkit, please contact your local construction association. For more information, please visit the CCA website at [cca-acc.com](http://cca-acc.com)