



# HR Fundamentals 2023-24 Programming Guidelines

## Course #3: Retention and Workplace Culture

### Program Objective

The [Atlantic Canada Aerospace & Defence Association](#) (ACADA), with the support of the Atlantic Canada Opportunities Agency (ACOA), is providing Human Resources (HR) online training and implementation support to Small and Medium Enterprises (SMEs) in the Aerospace, Defence, and Security industries.

ACADA's HR Fundamentals Program ("the Program") aims to assist SMEs in overcoming some of the challenges in workforce development. *Course 3: Retention and Workplace Culture* focuses on strategies to create a culture that improves retention, understanding your world view and how it aligns and differs from others in the workplace, and sample methods to measure and monitor culture.

### Eligible Companies:

To be eligible for the Program, a company must be an active, paid (i.e., in good standing with all membership and event fees paid in full) ACADA member. Eligibility is limited to Industry Membership, Category A only. The company must meet the definition of an SME, having fewer than 500 employees.

### Program Criteria

Each Course in the Program consists of a virtual learning session/workshop, followed by one-on-one consulting support provided by the Project Consultant (in this case, [MC Advisory](#)) for up to three (3) SMEs, cost-shared between ACADA and the selected members.

Workshop 3 will be delivered virtually on September 20, 2023 at 9:30am (ADT). This webinar is available to attend live and a recording will be made available to ACADA members. To be eligible for consulting support, the applicant must either attend or view the workshop.

### Projects Assisted

Projects that are eligible for consulting support for *Retention and Workplace Culture* will aim to support the SME with workplace culture and retention focussed projects, which may include:

- HR policy development
- HR process development (i.e., onboarding, interviews)
- HR program development (i.e., rewards)
- Training programs/sessions
- Workplace culture measurement tools/activities



- Other project deliverables discussed with individual SME (to be approved by ACADA)

Projects must be completed no later than February 28, 2024.

### **Application Process**

Interested SMEs may submit an application to ACADA for consideration. The application will be reviewed through a competitive assessment process. Applicants must include an outline of the consulting project to be undertaken and the intended benefit to their business with their application.

Approved applicants will be advised of their acceptance to the program and, once accepted, may commence the project with the consultant.

### **Application Intake**

Applications will be accepted from September 20, 2023 until December 31, 2023, or until such time as the three (3) SMEs are chosen. Program applications will be available to members after the workshop on September 20, 2023.

### **Terms of Incentive**

Workshops are free to ACADA members to attend/view. Consulting projects will be cost-shared between ACADA and the SME. The maximum project cost supported is \$15,000, of which the SME will pay 35% of the total cost to ACADA.

ACADA will pay the Project Consultant for the eligible project outlined in the Program application upon project completion. ACADA will then invoice the participant for their portion of the cost. Invoices are due upon receipt.

If the project is not completed for any reason, the SME will be required to pay 35% of the total costs billed at the time of the project ceasing.

Only project costs outlined in the approved application will be considered eligible under funding for this program.

### **Other**

Participants in the Program agree to complete ACADA's program survey upon completion of the Program.