

Kyle S. Steadham, SPHR, CPLP

<http://www.linkedin.com/in/kylesteadham>

Advanced Degrees

- **EdD in Higher Education**, TAMU-Commerce, GPA 4.0, 12/00-5/06 (72 hours)
Dissertation: Strategic Management Competencies Among Chief Human Resources Officers
- **MEd in Secondary Education**, TAMU-Commerce, GPA 4.0, 12/00-04 (36 hours)
Minor: Sociology (18 hours)
- **MBA in HR Management**, University of Dallas, Irving, TX, GPA 3.7, 8/97-98 (49 hours)
- **BBA in Management**, Texas A&M University, College Station, TX, GPA 3.2, 5/94-97 (134 hours)

20+ Years Full-Time Corporate Experience

- **Talent Development & Communications Manager**, Transamerica Life Insurance Company, Plano, TX, 1/02-now
- **Human Resources/Employee Relations Specialist**, City of Irving, Irving, TX, 11/99-12/01
- **Recruiting & Employee Relations Rep.**, Federal Reserve Bank of Dallas, Dallas, TX, 5/97-11/99

10+ Years Part-Time Higher Education Experience

Adjunct Professor, The University of Texas at Dallas, Richardson, TX, 8/12-now
Teach undergraduate courses in business communications

- Introduction to Business Communication
- Advanced Business Communication

Lead Online Professor, Colorado State University-Global Campus, 8/12-now
Teach the undergraduate and graduate courses in human resources management

Progressive Management-Related Experiences

Leadership & Supervision

- Develop and manage budget for human resources operations and projects
- Lead team of 5 human resources professionals
- Facilitate performance management and professional development plans
- Lead cross-functional teams on organizational talent initiatives
- Represent human resources for business continuity planning
- Ensure human resources services are in alignment with business strategy
- Provide recommendation to senior leadership on HR strategy and operational improvements via lean initiatives

Employee & Management Relations & Communications

- Investigate and coordinate responses to disciplinary actions, unemployment claims/hearing, grievances and complaints
- Conduct EEO discrimination, safety violation, and harassment investigations and produce recommendations for leadership
- Produce workplace impact studies on HR policies, such as telecommuting, nepotism, and compressed work weeks
- Manage exit interview and survey process to investigate/report on employee satisfaction and retention issues
- Counsel managers and employees on performance improvement, interpersonal relations and job stress
- Establish and boost participation in the employee reward/recognition and suggestion programs
- Review and approval internal communications to employees. Design and implement communication templates.
- Conduct audits on staffing and risk management. Design risk reduction initiatives for HR staff and management through training, procedures and communication.
- Interface with legal counsel on litigation and regulators on compliance charges and reporting
- Design, implement, and interpret human resources policies and procedures
- Coordinate employee engagement surveys and facilitate focus groups for delivery to senior leadership
- Develop and implement enterprise-wide recognition program
- Coordinate management referrals to the employee assistance program
- Serve on ethics and integrity panel to adjudicate disciplinary decisions
- Provide outplacement services to employees

- Educate management on union avoidance
- Mediate workplace personnel disputes

Recruitment & Selection

- Create strategic and tactical plans to attract and retain minority candidates within industry
- Partner with hiring managers and industry specialists to identify best recruiting practices within industry
- Compose job advertisements and solicit applicants from internal posting process, job fairs, university career centers, professional organizations, temporary agencies, networking, cold calling, newspapers and internet
- Verify applicants' backgrounds via criminal records, financial credit reports, work and education references
- Screen resumes and applications for job match based on knowledge, skills, abilities and competencies
- Review and revise job descriptions, identify essential functions and compose minimum qualifications
- Revise employment applications and implement pre-employment skills testing
- Conduct structured, behavioral interviews
- Resolve wage disputes and respond to FLSA inquiries
- Conduct salary surveys for information technology jobs

Training, Organizational Development, & Change Management

- Collaborate with business leaders and HR partners in identifying mission- critical positions and gaps in organizational competencies
- Facilitate OD interventions, strategic planning meetings, leadership retreats, succession planning, and teambuilding sessions for management clients
- Lead the design, distribution, analysis, and reporting of enterprise-wide training needs assessments
- Facilitate leadership development training and programs with emphasis on management competencies required to effectively lead across the organization
- Develop and deliver an integrated learning infrastructure that supports learning, talent management, employee engagement and organizational effectiveness
- Remain current in latest developments, advancements, and trends in the field of leadership & organizational development by attending seminars/workshops, reading professional journals, and actively participating in professional organizations. Integrate knowledge gained into current work practices.
- Lead organization and HR-wide committees and special projects related to mergers, innovation, and workplace analytics
- Collaborate with other business & HR resources in the design and delivery of change management initiatives and education services
- Develop and manage training and development policies and programs such as new employee orientation, tuition assistance benefits, and continuing education programs
- Consult with management and high potential talent in the development of professional career plans
- Coach managers on leadership and ownership of change management initiatives

Professional Designations

- **Professional Certified Coach**, International Coach Federation, 3/14
- **Certified Professional in Learning & Performance**, American Society for Training & Development, 4/06
- **Senior Professional in Human Resources**, Human Resources Certification Institute, 12/00
- **Certified Compensation Professional**, WorldatWork, 11/99
- **Certified Benefits Professional**, WorldatWork, 12/99
- **Six Sigma Green Belt Project Certification**, MSI, 3/15

Industry-Specific Designations & Honors

- **Fellow, Life Management Institute**, Life Office Management Association, 3/03
- **Fellow, Life & Health Claims**, International Claims Association, 11/03
- **Fellow, Academy for Healthcare Management**, Academy for Healthcare Management, 2/03
- **Health Insurance Associate**, America's Health Insurance Plans, 7/03
- **Managed Healthcare Associate**, America's Health Insurance Plans, 11/03

Training Program Certifications

- Situational Leadership, Center for Leadership Studies
- Managing Organization Change, William Bridges/Lominger
- Leadership & Customer Service Series, AchieveGlobal

- Leadership Series, DDI
- 7 Habits of Highly Effective People, FranklinCovey
- Focus: Achieving Your Highest Priorities, FranklinCovey
- 4 Disciplines of Execution, FranklinCovey
- Getting Things Done Essentials, David Allen Co.
- Oz Accountability Program, Partners in Leadership
- Leadership Essentials/Plus, Vital Learning

Assessment Certifications

- Herman Brain Dominance Instrument (HBDI), Hermann International
- Myers-Briggs Type Indicator Assessment (MBTI), CPP
- Thomas-Kilmann Conflict Mode Instrument (TKI), CPP
- California Psychological Inventory (CPI), CPP
- Social Style & Versatility, TRACOM
- Conflict Dynamics 360 Profile (CDP), Eckerd College
- Extraordinary Leader Assessment, ZengerFolkman

Professional Associations

- American Management Association
- American Society for Training & Development
- Society for Human Resources Management
- Dallas ASTD Chapter & Dallas HR Chapter

Industry Speaking Engagements

- **2015 NEHOUA Conference-** The Underwriting Profession at Risk: 4 Steps to Manage Career Morbidity
- **2015 Midwestern UW Conference-** The Underwriting Profession at Risk: 4 Steps to Manage Career Morbidity
- **2016 NEHOUA Conference-** Qualifying Your Career for Best Class: Your Whole Brain Underwriting Skills at Work
- **2017 ALU Webinar Series-** The Underwriting Profession at Risk: 4 Steps to Manage Career Morbidity
- **2017 SEHOUA Conference-** The Underwriting Profession at Risk: 4 Steps to Manage Career Morbidity
- **2017 NEHOUA Conference-** Building Collaborative Relationships

Community Engagement

President, Preston View Homeowners Association, Plano, TX 12/06 - now

- Preside over community meetings and develop budget
- Develop strategic initiatives on community interaction, safety, neighborhood appearance, and code enforcement
- Create policies and procedures for community programs and services

United Way Campaign Manager, Transamerica Life Insurance Company, Bedford, TX 1/02 – 5/07

- Create initiatives and events to involve employees in charitable contributions
- Collect and report fund/donations to management
- Raised \$100,000 through marketing programs