

# **HR Business Partner Career Accelerator Toolkit**

**Actionable tools to help you map your growth path, sharpen  
competencies, and prepare for global HR leadership roles.**

# 1. Introduction

Over the past decade, the HR function has shifted from a support role to a strategic business driver. With digital transformation, hybrid work models, and data-driven decision-making shaping the modern workplace, organizations expect HR professionals to contribute directly to profitability and innovation.

Today's workforce challenges - such as remote collaboration, employee well-being, and skill shortages - demand HR professionals who can connect business strategy with people outcomes. This is where the **HR Business Partner (HRBP)** role takes centre stage.

## **Example:**

In a global IT company, HRBPs used analytics to identify that over 40% of resignations occurred within the first six months. By redesigning the onboarding process and improving manager training, they reduced early attrition by 28% in a year - directly improving business stability.

## 1.2 Why the HR Business Partner (HRBP) Role Matters Today

The HRBP role is now recognized as a cornerstone of organizational success. Unlike traditional HR roles focused on administration, HRBPs act as advisors to leadership, aligning workforce capabilities with long-term strategic goals.

### **Key reasons HRBP roles are critical today:**

- **Strategic Alignment:** They translate business goals into actionable people strategies.
- **Data-Driven Insights:** HRBPs use analytics to predict workforce needs and drive evidence-based decisions.
- **Culture & Engagement:** They shape company culture, strengthen leadership pipelines, and enhance employee experience.
- **Change Enablement:** In times of transformation, HRBPs help teams stay agile and resilient.

## **Example:**

A retail organization introduced flexible scheduling after HRBPs analysed productivity data and found that peak performance varied by shift type. These changes increased efficiency by 15% and improved employee satisfaction scores significantly.

### 1.3 How This Guide Will Help You Shape Your HR Career

This guide provides a roadmap for aspiring and current HR professionals looking to grow into or excel as HR Business Partners.

You'll learn how to:

- Understand the **strategic responsibilities** of an HRBP.
- Build **essential skills** like business acumen, data literacy, and consulting.
- Map your **career growth path** - from HR Generalist to strategic HR leader.
- Leverage **certifications** and tools to enhance credibility.
- Prepare for the **future of HR** powered by AI, analytics, and agility.

By the end of this guide, you'll have the clarity and confidence to position yourself as a **future-ready HR Business Partner** - one who drives measurable business growth through people strategy.

## 2. Understanding the HR Business Partner Role

### 2.1 What is an HR Business Partner?

An HR Business Partner (HRBP) is a strategic professional who collaborates with business leaders to align HR initiatives with organizational objectives. Instead of focusing solely on HR operations, HRBPs partner with management to influence decisions on talent, performance, and organizational design.

**In short:**

The HRBP is the bridge between people and performance - turning workforce strategy into measurable business results.

**Example:**

When a logistics company faced rising absenteeism, the HRBP analysed attendance data and discovered issues with shift scheduling and morale. By restructuring shift patterns and launching recognition programs, they achieved a 20% reduction in absenteeism and improved delivery KPIs.

### 2.2 The Evolution from Administrative HR to Strategic Partnership

Traditionally, HR’s role centered around compliance, recruitment, and employee relations. But with the rise of technology and competition, businesses needed HR to become a **strategic partner** rather than a **support function**.

**Then vs. Now:**

**Traditional HR**

**Modern HR Business Partner**

Focused on policies and procedures

Focused on strategy and outcomes

Reactive problem-solving

Proactive workforce planning

Administrative and operational

Analytical and consultative

Transactional employee management      Transformational business partnership

**Example:**

A manufacturing firm moved from manual HR reporting to predictive analytics dashboards. HRBPs could now forecast attrition, identify high-potential employees, and present insights to the C-suite - shifting HR’s image from a cost centre to a strategic asset.

## 2.3 HRBP's Impact on Business Growth and Leadership Alignment

Effective HR Business Partners directly contribute to business results by influencing leadership decisions and shaping workforce strategy.

### **Ways HRBPs drive business impact:**

- Aligning **talent strategy** with revenue goals and business plans.
- Using **analytics** to identify performance gaps and optimize hiring or training.
- Designing **leadership development programs** that build strong succession pipelines.
- Fostering a **culture of accountability and innovation** across teams.

### **Example:**

An HRBP at a fintech startup partnered with the CEO to create a competency-based leadership program. Within 12 months, internal promotions increased by 40%, reducing external hiring costs and improving leadership continuity.

## 3. Core Responsibilities of an HR Business Partner

The HR Business Partner (HRBP) role goes far beyond administration-it's about influencing strategy, optimizing talent, and enabling measurable business growth. HRBPs operate at the intersection of people and performance, ensuring that HR initiatives directly contribute to the organization's mission, vision, and financial outcomes.

### 1. Strategic Workforce Planning

Strategic workforce planning ensures the right people are in the right roles at the right time. HRBPs analyse workforce trends, identify skill gaps, and collaborate with leaders to plan for future needs.

#### **Key Responsibilities:**

- Forecasting talent demand based on business growth plans.
- Identifying critical roles and succession pipelines.
- Creating reskilling and upskilling programs to prepare for new technologies.

#### **Example:**

A telecom company expanding into digital services partnered with HRBPs to anticipate future skill needs. They launched a six-month "Digital Readiness Program" to upskill existing employees, filling 70% of new tech positions internally-saving thousands in external hiring costs.

### 2. Performance Management and Competency Mapping

HRBPs play a central role in developing systems that link individual performance with organizational goals. Competency mapping ensures each employee's skills align with the company's strategic priorities.

#### **Key Responsibilities:**

- Designing fair and transparent performance frameworks.
- Identifying competency gaps to guide learning and development.
- Using data to track performance trends and coach managers on feedback techniques.

#### **Example:**

An HRBP team at a pharmaceutical firm implemented competency-based reviews for R&D roles. This allowed leaders to identify top performers and skill gaps early, resulting in a 30% improvement in project efficiency.

### 3. Leadership Coaching and Culture Building

HRBPs serve as trusted advisors to senior management-guiding leaders on people strategy, team dynamics, and organizational culture. They help build environments that attract, retain, and motivate talent.

#### **Key Responsibilities:**

- Coaching managers to handle conflict, feedback, and team motivation.
- Strengthening leadership pipelines through mentoring programs.
- Promoting values-driven, inclusive, and innovative culture.

#### **Example:**

A financial services firm's HRBP introduced monthly "Manager Masterclasses" focused on emotional intelligence and leadership communication. Within a year, employee engagement scores rose by 18%.

### 4. Data-Driven Decision-Making and Analytics Integration

Modern HRBPs use analytics to transform HR from intuition-based management to evidence-driven strategy. By leveraging HR technology and dashboards, they provide leaders with actionable insights on workforce health.

#### **Key Responsibilities:**

- Tracking KPIs like turnover, engagement, and productivity.
- Using predictive analytics to identify potential risks (e.g., attrition).
- Presenting data-driven insights to support executive decisions.

#### **Example:**

At a SaaS company, HRBPs used predictive analytics to identify high turnover among new hires. Adjustments to onboarding reduced first-year attrition by 25%, improving team stability and saving thousands in recruitment costs.

### 5. Change Management and Organizational Transformation

HRBPs guide companies through transitions such as restructuring, digital adoption, and mergers-ensuring employees remain engaged and aligned with new goals.

#### **Key Responsibilities:**

- Developing change communication strategies.
- Supporting leadership during transformation initiatives.
- Training teams to embrace innovation and adapt to evolving roles.

**Example:**

During a global merger, HRBPs at a manufacturing firm implemented a “Change Readiness Framework.” By facilitating open communication and training, they achieved a 90% employee retention rate post-merger.

## 4. Essential Skills for the Modern Workplace

To thrive in the modern workplace, HR Business Partners must balance analytical thinking with emotional intelligence. The role demands a blend of technical expertise, business insight, and people skills—each critical to shaping a future-ready HR function.

### 1. Business Acumen and Strategic Agility

HRBPs must understand financial drivers, market forces, and organizational goals to connect HR strategies with measurable business outcomes.

#### **Key Skills:**

- Interpreting business metrics like ROI, EBITDA, and profit margins.
- Translating business needs into people solutions.
- Responding quickly to market or organizational shifts.

#### **Example:**

An HRBP at a consumer goods company analysed sales data to identify staffing inefficiencies in underperforming regions. Realigning teams led to a 12% increase in regional sales performance.

### 2. Consulting and Influence

Modern HRBPs are consultants first—advising leadership based on insights rather than intuition. Their credibility depends on their ability to influence decisions that drive both people and business success.

#### **Key Skills:**

- Building trusted relationships with executives.
- Presenting data-driven recommendations clearly.
- Facilitating cross-department collaboration.

#### **Example:**

When turnover rose in a tech startup's engineering team, HRBPs used survey data to show that lack of career progression was the main issue. Their recommendation to launch an internal mobility program reduced turnover by 20% in six months.

### 3. Data Literacy and Analytics

In the age of AI and automation, HRBPs must be data-savvy. They interpret workforce analytics to shape decisions on talent acquisition, engagement, and retention.

#### **Key Skills:**

- Using HR analytics platforms (like Power BI or Tableau).
- Building dashboards for leadership insights.
- Applying predictive analytics to workforce planning.

**Example:**

An HRBP at a multinational company analysed engagement scores to identify burnout risks in high-performing teams, leading to the introduction of flexible scheduling that boosted productivity by 14%.

#### 4. Employee Experience and Engagement Design

A great employee experience fuels retention and performance. HRBPs design engagement strategies that connect employees' purpose with business growth.

**Key Skills:**

- Creating frameworks for feedback, recognition, and learning.
- Building inclusion-driven engagement programs.
- Linking employee satisfaction to business KPIs.

**Example:**

A global HRBP implemented a "Voice of Employee" feedback platform, enabling real-time action on concerns. Engagement scores improved by 22%, and voluntary turnover dropped by 10%.

#### 5. Emotional Intelligence and Adaptability

As workplaces become more complex, HRBPs need empathy, resilience, and adaptability to navigate uncertainty and lead with authenticity.

**Key Skills:**

- Managing emotional dynamics during change or conflict.
- Demonstrating empathy while maintaining objectivity.
- Adapting communication to diverse teams and cultures.

**Example:**

During layoffs in a financial institution, HRBPs organized transparent, empathetic communication sessions. This approach-maintained trust and minimized post-layoff disengagement among retained employees.

## 5. Building Your HRBP Career Path

The journey to becoming a successful HR Business Partner (HRBP) is both strategic and rewarding. It requires a combination of experience, continuous learning, and an understanding of business and people dynamics.

### 5.1 Entry Points into the HRBP Role

Most HRBPs begin their careers in foundational HR positions such as:

- **HR Assistant / HR Coordinator:** Handling administrative tasks, recruitment support, and employee data management.
- **HR Generalist:** Managing end-to-end employee lifecycle operations, from onboarding to performance reviews.
- **Talent Acquisition / Learning & Development Specialist:** Focusing on specific HR functions that later expand into strategic HR roles.

Example: A Talent Acquisition professional who learns business forecasting and manpower planning can transition into an HRBP role by linking hiring strategies to business goals.

### 5.2 Transitioning from HR Generalist to Business Partner

The shift from being an executor to a strategic advisor involves:

- Gaining **business literacy** - understanding revenue models, market challenges, and growth plans.
- Building **strong stakeholder relationships** to influence decision-making.
- Using **data insights** to support proposals, not just intuition.

Example: Instead of simply filling positions, an HRBP analyses turnover trends to propose retention-focused strategies aligned with business targets.

### 5.3 Career Stages: Junior, Mid-level, Senior, and Strategic HR Leader

1. **Junior HRBP:** Focuses on implementation - assisting with performance reviews, learning initiatives, and compliance tracking.
2. **Mid-level HRBP:** Acts as a consultant - influencing departmental decisions, driving engagement, and improving talent development.

3. **Senior HRBP:** Partners with business heads - aligning HR strategy with organizational goals and advising on succession planning.
4. **Strategic HR Leader:** Shapes enterprise-wide transformation - leading global HR initiatives, mergers, and digital change management.

Example: A Senior HRBP might partner with the CFO to forecast workforce costs while aligning headcount with business growth plans.

## 5.4 Common Challenges and How to Overcome Them

<b>Challenge</b>	<b>Solution</b>
Balancing strategic priorities with operational demands	Delegate routine tasks, automate processes, and focus on long-term goals.
Building trust with business leaders	Communicate using business metrics, not just HR terminology.
Staying relevant with changing HR tech	Engage in continuous learning and certification programs.
Handling resistance to change	Lead with empathy and evidence-backed reasoning.

Example: During digital transformation, an HRBP may face pushback from managers. Instead of enforcing policies, they can use pilot programs to demonstrate productivity benefits.

## 6. The Future of HR and Technology Trends

The HR function is rapidly transforming with technology and workforce evolution. Future-ready HRBPs must embrace innovation while maintaining a human touch.

### 1. AI and Automation in HR Operations

AI tools are streamlining repetitive tasks such as:

- Resume screening and candidate matching
- Automated onboarding workflows
- Predictive performance analysis

Example: Using AI-driven analytics, an HRBP can predict which employees are likely to leave and design retention programs proactively.

### 2. Predictive Analytics for Workforce Planning

Data analytics allows HRBPs to anticipate workforce needs and skill shortages.

- Forecasting future talent demand
- Assessing succession readiness
- Linking skill development with future business goals

Example: A manufacturing company used predictive analytics to identify a shortage of maintenance technicians and launched a six-month upskilling program to fill the gap.

### 3. The Rise of Hybrid and Flexible Workplaces

The pandemic redefined workplace norms. HRBPs now manage hybrid models that balance productivity and employee well-being.

Key priorities include:

- Building digital collaboration culture
- Supporting remote leadership training
- Redefining performance metrics for hybrid teams

Example: An HRBP may implement “output-based” performance tracking to fairly assess remote employees.

### 4. Balancing Digital Transformation with Human Connection

Technology enhances efficiency but can never replace human empathy. HRBPs must ensure:

- Regular feedback and emotional check-ins
- Wellness programs and recognition initiatives
- Transparent communication across digital platforms

Example: While implementing a new HR tech platform, a forward-thinking HRBP ensures employees receive personal onboarding support to avoid digital fatigue.

## 7. Getting Certified as an HR Business Partner

Professional certification signals that you've moved from HR practitioner to strategic HR professional. The right credential helps you speak the language of business, use people-analytics confidently, and advise leaders with credibility.

### 7.1 Importance of professional certification

- **Credibility with leaders:** A recognized certification gives non-HR stakeholders confidence that you understand business drivers and can translate people initiatives into measurable outcomes.
- **Faster career progression:** Certified practitioners are more likely to be considered for HRBP roles, promotions, and cross-functional projects.
- **Common framework & toolkit:** Certifications teach repeatable frameworks-workforce planning, competency frameworks, change models-that you can apply immediately.
- **Structured learning path:** Most programs combine theory, case studies, and hands-on projects (useful evidence for your portfolio).
- **Networking & mentorship:** Many programs include cohorts, alumni groups, or mentor matches that expand your professional network.

**Example:** an HR professional with 5 years' operational experience completed a strategic HRBP certificate and used the capstone project (real company case) as evidence in interviews - landing a mid-level HRBP role within 3 months.

### 7.2 How to choose the best HR Business Partner certification

Use this quick decision checklist to evaluate options:

1. **Focus & curriculum alignment**
  - Does it emphasize *business acumen, people analytics, consulting, and change management* (not just processes)?
  - Look for hands-on assignments: workforce plans, competency frameworks, KPI dashboards.
2. **Recognition & industry acceptance**
  - Which employers or regions recognize the certificate? (Some programs have stronger reputations in certain industries/markets.)
3. **Delivery format & time commitment**

- Self-paced vs cohort-based vs in-person - choose what fits your learning style and schedule.
- Check total hours, capstone/project requirements, and assessment method.

#### 4. **Practical application**

- Does it require or include a real-world project, template pack, or mentorship that you can use on the job?

#### 5. **Faculty & case base**

- Are instructors practitioners with real HRBP experience? Are case studies modern and sector-diverse?

#### 6. **Post-certification support**

- Does the provider offer alumni resources, recruitment support, or continuing learning credits?

#### 7. **Cost vs ROI**

- Compare fees against expected outcomes: promotion potential, salary uplift, or new roles you can target.

**Quick tip:** prioritize programs that combine theory + an applied capstone, because hiring managers value demonstrable impact.

### 7.3 Overview of globally recognized programs (examples)

- **GSDC (Global Skill Development Council)** - often positioned toward practical competency development with industry-aligned projects and global recognition (good for fast, applied learning).
- **SHRM (Society for Human Resource Management)** - widely recognized, strong on HR strategy and compliance; good for global corporate environments.
- **CIPD (Chartered Institute of Personnel & Development)** - strong in people practice and professional standards, particularly well-regarded in the UK, EU, and multinational enterprises.

#### **How they differ (high level):**

- GSDC - practical competency focus, project-heavy; useful for immediate workplace application.

- SHRM - strong HR governance + strategy balance; good for HR leaders in corporate contexts.
- CIPD - depth in people practice standards and behaviour change; strong for those aiming at strategic HR roles in Europe/Asia.

## 7.4 How certification enhances credibility and leadership potential

- **Speaks business language:** Certification programs teach you to use financial and business metrics; you'll present HR proposals with ROI, not just intention.
- **Provides frameworks you can implement:** Workforce planning templates, competency maps, KPI dashboards, and change roadmaps shorten implementation time.
- **Demonstrates commitment to professional development:** Employers view certified candidates as committed to long-term strategic HR leadership.
- **Gives a measurable portfolio:** Capstones and projects become case studies you can present to hiring panels or internal stakeholders.

**Example outcome:** a certified HRBP used their certification capstone to redesign onboarding for a regional team - reduced 90-day attrition and used the result as proof when applying for a senior HRBP role.

## 8. Career Growth Toolkit (Downloadable / Templates)

Below are downloadable tools you can include in the PDF (or as separate attachments) - each item includes what's inside and how to use it.

### 1. Sample HRBP Career Roadmap

#### What it contains

- Visual ladder: HR Coordinator → HR Generalist → HRBP (Junior → Mid → Senior) → HR Director / CPO.
- Typical experience, competencies, and sample achievements expected at each level.
- Suggested learning modules and stretch projects per stage.

#### How to use

- Print as a one-page roadmap to plan 1-, 3-, and 5-year goals.
- Use during performance conversations to discuss promotions and skill gaps.

### 2. HRBP Competency Self-Assessment Checklist

#### What it contains

- 6 competency groups (Business Acumen, Data & Analytics, Consulting, Employee Experience, Change Leadership, Strategic Agility).
- Behavioural indicators with a simple 1–5 readiness scale.
- Space for action notes and recommended micro-learning resources.

#### How to use

- Complete quarterly to track progress.
- Share with mentor or manager to create targeted development goals.

### 3. Performance & Skills Tracker (Excel / Google Sheet)

#### What it contains

- Dashboard tabs: KPIs, Competency progress, Training log, Project impact tracker (inputs, outputs, outcomes).

- Pre-built formulas to show % improvement (e.g., turnover reduction, time-to-fill improvements).

#### **How to use**

- Log outcomes from projects and training; use data to support performance reviews and promotion cases.

### **4. Certification Comparison Chart**

#### **What it contains**

- Table comparing top offerings on: focus (strategy vs operational), duration, cost range (estimate), delivery mode, capstone requirement, recognition regions, and recommended audience.
- Quick-pro/cons checklist.

#### **How to use**

- Use to shortlist 2–3 programs that best match your career stage and budget.

### **5. Learning & Development Planner (90-day plan template)**

#### **What it contains**

- 90-day action plan with weekly learning goals, project milestones, networking targets, and skill checkpoints.
- Recommended content types: micro-courses, podcasts, peer coaching, on-the-job projects.

#### **How to use**

- Use to prepare for a certification program or a role transition. Pair with the competency checklist to focus learning.

### **Bonus: Quick Templates Pack (one-pagers)**

Include a small folder with plug-and-play templates:

- Workforce planning one-pager (headcount needs + rationale).
- Competency mapping template (role → competencies → proficiency levels).
- KPI proposal template (initiative, metric, baseline, target, ROI).
- Manager coaching checklist (feedback prompts, development actions).

#### **How to use**

- Apply templates in real meetings; tailor language to your business context; save successful examples as evidence for promotions.

### Final practical tips for the Toolkit

- **Start small:** Use one template (e.g., competency map) on a single team before scaling.
- **Measure impact:** For every initiative, capture 1–2 measurable outcomes (e.g., reduced time-to-fill by X days, improved engagement by Y%). These become your proof points.
- **Document everything:** Keep a short case-study folder with problem → action → result for every HR initiative you lead.

## 9. Success Stories and Insights

The most effective way to understand the impact of a strategic HR Business Partner (HRBP) is to look at real-world examples where HR alignment has fuelled measurable business success. These stories illustrate how modern HRBPs use strategy, analytics, and empathy to transform organizations.

### 9.1 Real-world examples of strategic HRBPs driving impact

#### **Example 1: Transforming Workforce Strategy in a Global Tech Firm**

A mid-sized tech company faced rising turnover among its software engineers. The HRBP partnered with department heads to analyse exit data, identify workload patterns, and redesign the employee engagement framework.

#### **Result:**

- 25% reduction in voluntary attrition within 8 months.
- Introduction of a mentorship program that increased internal promotions by 18%.
- Leadership cited HR as a “strategic enabler” in board reviews.

#### **Example 2: Building Leadership Capability in a Manufacturing Company**

An HR Business Partner at a manufacturing plant noticed low supervisory performance scores. Using competency mapping, the HRBP developed a 6-month leadership development program focusing on communication and conflict management.

#### **Result:**

- 30% improvement in team productivity.
- Reduction in employee grievances by 40%.
- Managers reported stronger team morale and decision-making confidence.

#### **Example 3: Embedding Analytics in Decision-Making for a Retail Chain**

A senior HRBP implemented people analytics dashboards to track store performance, absenteeism, and customer satisfaction. By correlating employee engagement with sales outcomes, the HR team was able to redesign incentive structures.

#### **Result:**

- 10% revenue growth across underperforming stores.
- Data became a core part of quarterly strategic reviews.
- HR gained a permanent seat in business planning meetings.

## 9.2 Lessons from global HR leaders

Global HR leaders consistently emphasize the same principles that differentiate exceptional HRBPs from the rest:

- **Think like a business partner, act like a strategist.** HR decisions should always link to profit, performance, and productivity.
- **Data builds credibility.** Using analytics to demonstrate outcomes helps position HR as a results-driven function.
- **Empathy remains essential.** Even in data-rich environments, genuine connection drives trust and retention.
- **Continuous learning fuels growth.** The future of HR belongs to professionals who adapt quickly to new technologies and changing workforce needs.
- **Influence through partnership, not authority.** The best HRBPs shape outcomes by guiding leaders, not directing them.

### Quote Insight:

“Strategic HR isn’t about doing more-it’s about doing what matters most for people and performance.”

## 9.3 Key takeaways for long-term success

- Align every HR initiative with business outcomes - revenue, customer satisfaction, or innovation.
- Master people analytics to quantify HR’s impact and gain decision-making authority.
- Foster leadership through coaching and upskilling, not just policy enforcement.
- Stay adaptable - invest in learning emerging tools like AI-driven workforce analytics.
- Build credibility through consistency, data, and genuine collaboration.

**In short:** A successful HRBP blends strategic foresight, human understanding, and measurable results to drive both business and people success.

## Conclusion

The HR Business Partner career path offers one of the most rewarding journeys in the modern corporate world - blending strategy, leadership, and human connection. As organizations evolve, HRBPs will continue to be at the centre of transformation, guiding businesses to adapt, innovate, and thrive.

### **Your next steps toward becoming a future-ready HR Business Partner**

1. **Evaluate your current competencies.** Use the HRBP competency checklist to assess where you stand today.
2. **Map your career path.** Identify whether you're ready to transition from HR Generalist to HRBP, or from HRBP to HR Leader.
3. **Invest in professional certification.** Choose a program (e.g., GSDC, SHRM, or CIPD) that aligns with your goals and strengthens your credibility.
4. **Apply your learning in real projects.** Lead initiatives that drive measurable business outcomes - talent retention, culture improvement, or productivity gains.
5. **Leverage data and technology.** Use analytics and digital tools to make evidence-based decisions and present HR as a strategic function.

### **Encouragement to take action - reskill, certify, and lead transformation**

The future of HR is not just about compliance or operations - it's about influence and innovation.

Becoming a certified, data-driven HR Business Partner positions you at the heart of business growth.

The world of work is changing fast - now is your time to step forward, upskill, and lead that change.

**Start your transformation today** - your organization's success story could begin with you.

# CERTIFIED HR BUSINESS PARTNER

Get global recognition and stand out as a leader  
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