



Human Resources Training: HR for the Non HR Manager

This is a two-day overview of human resource issues facing today's business owners, managers and human resource support staff. You do not always have the expertise to deal with the many employee relationship issues you face, and yet you will be expected to make decisions that are both effective and legal.

Workshop topics:

- Be better prepared to target, hire, and bring on board good employees
- Be able to sort out the administrative details of employee compensation
- Identify ways to retain good employees
- Recognize the cost of a breakdown in employee-management relationships
- Develop exit strategies for terminating employees

Course Outline

- ▶ Human resource planning
- ▶ Defensible recruiting and hiring
- ▶ Offers of employment
- ▶ Compensation and benefits
- ▶ The importance of job descriptions and orientation programs
- ▶ Diversity, harassment and human rights
- ▶ Performance related problems
- ▶ Discipline & Termination

What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

TIME: 9am – 4pm. FEES: \$2,000.00 onsite up to 12 people.
\$300.00 per person offsite, plus applicable taxes. *Prices
and dates are subject to change.