

# LEADERSHIP & MANAGEMENT

**QNET presents:**

## **HR Fundamentals**

**Two day workshop: Tuesdays, March 5 and 19 – 8:15 a.m. to 4:15 p.m.**

**Location: QNET – Suite 660, 175 Hargrave Street, Winnipeg**

Think about everything that goes on in your organization – the production, the sales, and the financial aspects. All have one thing in common – they require people. People are at the core of all organizations and are what sets your company apart from your competition. Dealing with the people issues can be challenging for many managers, potentially creating nightmares and legal situations that go on for years.

This workshop outlines the basics of what you need to know to manage your people and keep your Human Resource (HR) nightmares at bay. It includes four key HR modules:

- Module 1: Policy Framework and Employment Legislation
- Module 2: Getting the Right People
- Module 3: Managing People and Their Work
- Module 4: Training, Learning and Development

On Day One, we will examine the law as it applies to employment. Use this knowledge to produce legal and applicable policies for your organization and create a template for your recruitment process. From developing job ads to knowing what you can and can not ask in an interview, you'll feel more comfortable in your hiring process by the end of Day One.

Once you've hired your employees, you want to make sure you keep them. Day Two will focus on managing the performance of your employees while offering training and development programs to ensure they support your organization's production to maximize outputs and profits.

At the end of this workshop you will have a better understanding of how to:

1. Know the law as it applies to the employment relationship.
2. Recruit employees to ensure you're getting the right people for the right jobs at the right time.
3. Manage the performance of your employees, empowering them to work effectively and efficiently in their positions.
4. Ensure employees are trained for their position, ready to step into new jobs within your organization as they arise.

**Facilitator:** Janice Goldsborough has a wide range of experience in human resources spanning over 25 years. She is president of The HR Basics and focuses on providing relevant advice and comprehensive knowledge in the areas of recruitment, change management, employee retention, labour relations, organizational development, compensation, and training in the private, public and non-profit sectors.

### **This workshop is:**

- An optional course in the 70 credit hour QNET Certificate in Management Development (CMD).
- Eligible for credit in the CAM:OE (Certificate in Applied Management: Organizational Effectiveness) in partnership with the University of Manitoba, Continuing Education.
- Presented by QNET in partnership with APICS Winnipeg Chapter, Manitoba Aerospace, and Manitoba Education and Training.

### **Fee:**

- \$599.00 + GST for Members of QNET or APICS or Manitoba Aerospace or Women's Enterprise Centre of Manitoba
- \$699.00 + GST for Non-Members

**REGISTER ONLINE at [www.qnet.ca](http://www.qnet.ca)**



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