HR for Not-For-Profit Organizations:
Total: 21 Hours

COURSE OUTLINE FOR HR FOR NOT-FOR-PROFIT ORGANIZATIONS	
Module 1: **3.5 Hours**	**Human Resources Fundamentals:** • Key concepts in HR Management – Introduction and Overview • The importance of Human Resources in an organization • The financial impact of sound HR Management on an organization • HR Metrics **HR Policies and Procedures:** • Understanding Policy development • Key elements of HR policies and procedures including Recruitment, Performance Management, Employee Retention, and Employee Exits • Practical examination of HR Policies and Procedures with real world examples from not-for-profit organizations
Module 2: **3.5 Hours**	**Hiring, Screening and Recruiting:** • Position Descriptions – how to write and review them • Creating effective Job Postings • Recruitment - "best practice" strategies • Screening and candidate selection • Job Interviewing essentials • Offers of Employment and Employment Contracts
Module 3: **3.5 Hours**	**Employee On-Boarding and Orientation and Employee Retention:** • Essential skills for building the relationship with a new employee • How to "on-board" new employees • Methodology for new employee orientation • Understanding the costs of employee turnover • Metrics for employee turnover • Employee engagement and retention strategies

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Module 4: **3.5 Hours**	**Performance Management Systems and Techniques:** • Performance Management Fundamentals • Formal Performance Appraisal processes • On-going Performance feedback – why and how • Dealing with performance issues • Progressive Disciplinary actions – why and how • Stay Interviews • Employee resignations • Employee terminations • Exit protocols
Module 5: **3.5 Hours**	**Performance Management Systems and Techniques:** • Performance Management Fundamentals • Formal Performance Appraisal processes • On-going Performance feedback – why and how • Dealing with performance issues • Progressive Disciplinary actions – why and how • Stay Interviews • Employee resignations • Employee terminations • Exit protocols
Module 6: **3.5 Hours**	**Building a Positive Workplace Environment:** • Communication skills • Codes of Conduct • Understanding workplace culture **Leadership Skills and Their Application to Human Resources Management:** • Overview of strategies to improve leadership skill • Course wrap up and evaluation
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