Human Resources Basics for Managers:
Total: 28 Hours

DAY 1 – 6 hours – Classroom (Group)	
Module 1: Introduction	Learn about the importance of Human Resource Management and how it applies to the role of the leader.
Module 2: Employment Law	Review the types of applicable employment legislation. Emphasis is given on Employment Standards rules and how they apply to different areas of work.
Lunch (30 minutes)	
Module 3: Recruitment and Selection / Orientation	Learn techniques of recruiting and selecting the right candidates and understanding how to protect your organization from legal risks associated with the process. Learn the importance of orientation and discuss options to ensure that your new employee becomes accustomed to their job, the team, and the organization's culture.
Questions / Parking lot / Recap of day and next steps	

DAY 2 – 6 hours – Classroom (Group)	
Review / Questions	
Module 4: Succession Planning	What is succession planning and why is it important? Learn how to implement effective succession plans, including for yourself.
Lunch (30 minutes)	
Module 5: Performance Management/ Training and Development	Why should you train and develop your employees? The ROI on investment of your people. How to determine if performance management or training and development is the right decision. Learn the types of performance management and discuss biases that may be inherent when conducting performance appraisals.
Module 6: File Management	Discuss what should be included in the employee file (electronic and manual) and what should not. Protecting access to employee information and timeframes for keeping files is discussed.

DAY 3 – 16 hours total	
Review / Questions	
Module 7: Building on Human Resource Management Skills	Review each Manager's current process of recruitment and selection, orientation and onboarding, performance management, file management, and training and development and provide feedback. Provide answers to questions from Managers and resources to use and discuss how to use them. Provide supports for time management on human resource responsibilities.