



The Art of HR

HR TRAINING FROM THE EXPERTS CERTIFICATE PROGRAM

This certificate program encompasses the management knowledge and skill set necessary to manage employees through the entire employee life cycle.

Completion of the 3 core courses and 3 additional elective courses entitles the participant to a Certificate in The Art of HR

CORE COURSES

PEOPLE MANAGEMENT - 12 hours

Put an intentional, strategic focus on the ways you manage people. This workshop is designed to support managers, supervisors, and team leaders at the early stages of their leadership journey.

DIVERSITY & INCLUSION - 6 hours

As leaders of organizations in today's world, creating inclusive spaces and places is critical. Be introduced to the concepts of diversity and inclusion, providing concrete tools to move this important work forward.

UNDERSTANDING LEGISLATION - 6 hours

Learn the impacts of legislation on your HR policies and practices and demystify the "legalese". Leave with confidence knowing you're taking the right actions for your organization.

"The workshop was well paced, informative and collaborative! Perfect class size, lots of time to interact and discuss topics with fellow participants. Loved it!"

"I was able to incorporate many of the skills taught in this course immediately and with very positive results. The class size and composition worked very well together. It was great to be able to bounce ideas off my peers in the group."



ELECTIVE COURSES

INTERVIEWING - 6 hours

Master the art of interviewing both in-person and remotely, and feel confident in your next hiring decision.

PERFORMANCE MANAGEMENT - 6 hours

LEVEL 1

Obtain a solid foundation for effective performance management, giving you the tools to promote positive change and constructively address challenges and misalignment.

PERFORMANCE MANAGEMENT - 6 hours

LEVEL 2

Building on the foundations laid in level 1, dive deeper into the grey areas of personality and attitude. Leave with practical skills to address complex performance management scenarios with confidence and intention.

ONBOARDING - 6 hours

Learn the essential components of a rock-solid onboarding process, virtual or in-person, worthy of your organization and your new hire!

LEAVE MANAGEMENT - 6 hours

Accommodating employee leaves doesn't have to be complicated. Explore real-world, practical strategies for managing employees on leave.

DISCIPLINE & DISMISSAL - 6 hours

Learn how to move through the phases in both the discipline and dismissal processes when managing office based and remote employees.

LABOUR RELATIONS - 6 hours

Take a closer look at why unions exist and dive into the rights and responsibilities of the employer and the role of the union. Learn some tried and tested best practice strategies.

CHANGE MANAGEMENT - 6 hours

Dive into the change management process and learn to differentiate between types of organizational change, key roles that people play, and the phases of internal transition.

All workshops are instructor-led and are limited to 20 attendees
To reserve your seat register at TheArtofHR.ca