



# 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 Effective Communication course, People Management or People Leadership course, plus 2 additional core courses, and 3 additional elective courses entitles the participant to a **Certificate in The Art of HR**

#### CORE COURSES

##### **EFFECTIVE COMMUNICATION - 3 hours**

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

##### **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.

##### **PEOPLE LEADERSHIP - 12 hours**

Moving beyond the day-to-day management of people, this workshop is for the experienced managers and team leaders, typically at the executive, director, and C-Suite level of their career journey

##### **DIVERSITY & INCLUSION IN THE WORKPLACE - 6 hours**

As leaders of organizations in today's world, creating inclusive workplaces 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**

###### **Setting the Stage**

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**

###### **Taking it to the Next Level**

Building on the foundations laid in Setting the Stage, 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**

###### **Accommodation in the Workplace**

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**