



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 Workplace Communication course, Essential People Management Skills or Leading in Today's Workplace 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 WORKPLACE COMMUNICATION

Multiple dates

Learn key elements of successful communication; and explore what it takes to engage others in meaningful conversation.

ESSENTIAL PEOPLE MANAGEMENT SKILLS

February 7, 9, 14, and 16, 2023

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.

LEADING PEOPLE IN TODAY'S WORKPLACE

May 30 & June 1, 6, and 8, 2023

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.

UNDERSTANDING HR LEGISLATION

April 18 and 20, 2023

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.

BRINGING DIVERSITY & INCLUSION INTO THE WORKPLACE

April 25 and 27, 2023

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.

"Participating in The Art of HR certificate program has been an educational, motivating, and rewarding experience. Learning from experts in their fields about the main functions of HR, best practices, tips and tricks made this experience incomparable to other HR courses I have done."

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



ELECTIVE COURSES

SUCCESSFUL INTERVIEWING STRATEGIES

February 28 and March 2, 2023

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

STREAMLINING EMPLOYEE ONBOARDING

March 7 and 9, 2023

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

GETTING STARTED WITH PERFORMANCE MANAGEMENT

March 14 and 16, 2023

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

MANAGING CHANGE IN THE WORKPLACE

April 4 and 6, 2023

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.

MANAGING PERFORMANCE IN CHALLENGING SITUATIONS

April 12 and 14, 2023

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

SIMPLIFYING EMPLOYEE LEAVES

May 9 and 11, 2023

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

NAVIGATING DISCIPLINE & DISMISSAL

May 16 and 18, 2023

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

All workshops are instructor-led and are limited to 20 attendees

To reserve your seat register at TheArtofHR.ca