



The
Art of HR
HR TRAINING FROM THE EXPERTS

FALL 2024

COURSE CATALOGUE

Engaged's The Art of HR hosts a wide variety of training courses perfect for the person on your team who has HR responsibilities but isn't an HR person! Courses are also available for the people manager on your team to learn best practices and grow their skill set. Combined, these courses culminate in a **Certificate in The Art of HR**.

This certificate program encompasses the management knowledge and skill set necessary to manage employees through the entire employee experience. Completion of 4 core courses and 18 hours of elective courses entitles the participant to a Certificate in The Art of HR.

All workshops are instructor-led because we believe you should be able to interact with your instructor, and are limited to 20 attendees because we want to make sure you get the most out of our experienced and accredited HR Gurus.

New Season Starts September 18th!
Reserve your seat at www.theartofhr.ca



September 2024

EFFECTIVE WORKPLACE COMMUNICATION [CORE] September 18 (3 hours)

Explore what it takes to clearly and intentionally engage others in meaningful conversation and transform your ability to connect, collaborate, and thrive in the workplace by practicing multiple techniques.

SUCCESSFUL INTERVIEWING STRATEGIES [ELECTIVE] September 24 and 26, 2024 (6 hours over two half-days)

Dive into effective interviewing, evaluating responses, body language and create structured, insightful, and legally compliant interview processes.

October 2024

THRIVING IN THE MULTIGENERATIONAL WORKPLACE [ELECTIVE]

October 3, 2024 (90 minutes)

Learn how to navigate generational clashes and resolve conflicts in ways that leverages the unique strengths of each team member.

EFFECTIVE WORKPLACE COMMUNICATION [CORE]

October 9 (3 hours)

Explore what it takes to clearly and intentionally engage others in meaningful conversation and transform your ability to connect, collaborate, and thrive in the workplace by practicing multiple techniques.

STREAMLINING EMPLOYEE ONBOARDING [ELECTIVE]

October 8 and 10, 2024 (6 hours over two half-days)

Learn to develop an onboarding program that reduces administrative burden, accelerates employee integration, and maximizes the value of your newest team members.

MANAGING CHANGE IN THE WORKPLACE) [ELECTIVE]

October 22 and 24, 2024 (6 hours over two half-days)

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.

GETTING STARTED WITH PERFORMANCE MANAGEMENT [ELECTIVE]

October 23 and 25, 2024 (6 hours over two half-days)

Gain a deep understanding of performance management tools, goal setting, feedback mechanisms, and performance review techniques to drive excellence within your organization.

SIMPLIFYING EMPLOYEE LEAVES [ELECTIVE]

October 29 and 31, 2024 (6 hours over two half-days)

Accommodating an employee leave can feel complicated and difficult but it doesn't have to be that way. Whether it be sick leave, maternity leave or a mental health leave, learn real world, practical strategies for managing a wide variety of leave situations.

BRINGING DIVERSITY & INCLUSION INTO THE WORKPLACE [CORE]

October 30 and November 1, 2024 (6 hours over two half-days)

Be introduced to the concepts of diversity and inclusion, understanding the impact of unconscious bias, and learning how to create an environment where every voice is heard.

November/December 2024

UNDERSTANDING HR LEGISLATION [CORE]

November 5 and 7, 2024 (6 hours over two half-days)

Delve into labour laws, risk minimization, employment regulations and compliance mandates that impact your HR practices, and learn how compliance ensures a productive, harmonious work environment.

EFFECTIVE WORKPLACE COMMUNICATION [CORE]

November 13 (3 hours)

Explore what it takes to clearly and intentionally engage others in meaningful conversation and transform your ability to connect, collaborate, and thrive in the workplace by practicing multiple techniques.

THE POWER OF APPRECIATION [ELECTIVE]

November 14, 2024 (90 minutes)

Discover new ways to show gratitude on a sincere person-to-person basis, which in turn will benefit your whole organization with a greater sense of overall engagement and morale.

ESSENTIAL PEOPLE MANAGEMENT SKILLS [CORE]

November 19, 21, 26, and 28, 2024 (12 hours over four half-days)

Learn strategies to build strong, cohesive teams, foster employee growth and development, and navigate the intricacies of interpersonal workplace relationships.

EMBRACING TRANSPARENCY IN PAY CONVERSATIONS [ELECTIVE]

November 20, 2024 (3 hours)

Prepared yourself to navigate the complexities of salary negotiations, ensuring fair and compliant outcomes that benefit both the organization and its employees.

MANAGING PERFORMANCE IN CHALLENGING SITUATIONS [ELECTIVE]

November 27 and 29, 2024 (6 hours over two half-days)

Gain insights into performance assessment, constructive feedback delivery, conflict resolution and other core competencies that enable you to lead with professionalism and poise.

NAVIGATING DISCIPLINE & DISMISSAL [ELECTIVE]

December 3 and 5, 2024 (6 hours over two half-days)

Empower yourself with the skills to establish clear disciplinary standards, handle performance issues, ensure compliance, and preserve the well-being of your organization and its employees.

ADVANCED WORKPLACE COMMUNICATION [ELECTIVE]

December 4, 2024 (3 hours)

Learn the communication tools necessary to lead and support your staff through a range of necessary and important workplace conversations.