



Human Resources Training: HR for the Non HR Manager

Purpose of course

This course is an overview of human issues facing today's business owners, managers and human resource support staff. You do not always have the expertise to deal with the many employee relationship issues you face, and yet you will be expected to make decisions that are both effective and legal.

Course Content

2. Defensible Recruiting and Hiring
3. Offers of Employment
4. Compensation and Benefits
5. The Importance of Job Descriptions and Orientation Programs
6. Diversity, Harassment and Human Rights
7. Performance Related Problems
8. Discipline and Termination

Learning Outcome

Upon completion you will be better prepared to target, hire and bring on board good employees, be able to sort out the administrative details of employee compensation, identify ways to retain good employees recognize the cost of a breakdown in employee-management relationships and develop exit strategies for terminating employees.

Length of Course: 16 hours