



# Art of HR

## 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:

#### **The Art of People Management** 12 hours

There's a lot that goes into fostering a positive employee experience and building a culture where employees feel supported, heard and valued. Empowering every employee to succeed means putting an intentional, strategic focus on the ways we manage people. The Art of People Management is an interactive, virtual program designed to support managers, supervisors, and team leaders at the early stages of their leadership journey.

#### **The Art of Understanding Legislation** 6 hours

As a leader, it's easy to feel overwhelmed when it comes to the impacts of legislation on your HR policies and practices. This session will help demystify the "legalese" and leave you with the confidence to navigate the frameworks that impact you, understand what it all means to your organization, and know when to ask for help!

#### **The Art of Diversity and Inclusion** 6 hours

As leaders of organizations in today's world, creating inclusive spaces and places is critical. The Art of Diversity and Inclusion workshop will introduce leaders to the concepts of diversity and inclusion, providing concrete tools to move this important work forward in your organization.

### Electives:

#### **The Art of Interviewing** 6 hours

In this virtual training intensive, you'll master the art of interviewing both in-person and remotely, so that you can feel confident in your next hiring decision.

#### **The Art of Performance Management - Level 1** 6 hours

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

#### **The Art of Performance Management - Level 2** 6 hours

This session builds on the foundations laid in Performance Management – Level 1, diving deeper into the grey areas of personality and attitude. You'll leave with practical skills to help you address complex performance management scenarios with confidence and intention.

#### **The Art of Discipline and Dismissal** 6 hours

This session focuses on how to move through the phases in a discipline process when managing both office based and remote employees.

#### **The Art of Leave Management** 6 hours

Accommodating employee leaves doesn't have to be so complicated. Join us for The Art of Leave Management, where we'll be exploring real-world, practical strategies for navigating the leave management

#### **The Art of Onboarding** 6 hours

Whether your new hire is starting in-person or will be joining virtually, this workshop will share the best practices and essential components of a rock-solid onboarding process worthy of your organization and your new hire!