



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 4 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

September 12, 14, 19, and 21, 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.

UNDERSTANDING HR LEGISLATION

October 3 and 5, 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

October 24 and 26, 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."

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

To reserve your seat register at TheArtofHR.ca



ELECTIVE COURSES

SUCCESSFUL INTERVIEWING STRATEGIES

September 26 and 28, 2023

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

STREAMLINING EMPLOYEE ONBOARDING

October 11 and 13, 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

October 17 and 19, 2023

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

MANAGING PERFORMANCE IN CHALLENGING SITUATIONS

October 31 and November 2, 2023

Dive deeper into the grey areas of personality and attitude. Leave with practical skills to address complex performance management scenarios with confidence and intention.

MANAGING CHANGE IN THE WORKPLACE

November 7 and 9, 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.

SIMPLIFYING EMPLOYEE LEAVES

November 15 and 17, 2023

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

NAVIGATING DISCIPLINE & DISMISSAL

November 21 and 23, 2023

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

ADVANCED WORKPLACE COMMUNICATION

November 22, 2023

Learn the communication skills you need to lead and support your staff through difficult conversations, de-escalate conflict, and ensure your staff feels supported, valued and heard.

GENERATION INTEGRATION: ALIGNING GENERATION IN THE WORKPLACE

November 28, 2023

Learn how to avoid generational stereotypes while connecting with others across the years.

HOW CAN I EVER THANK YOU? LEARNING A NEW LANGUAGE AT WORK

November 30, 2023

Learn to recognize how each employee best receives appreciation and discover new ways to appreciate them in their own language.