

CONTINUING EDUCATION

COURSE OUTLINE – HR for the Non-HR Manager

INSTRUCTOR: Varies

PHONE: 780-539-2975

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PREREQUISITE(S): None

REQUIRED TEXT/RESOURCE MATERIALS: Course materials are supplied.

CALENDAR DESCRIPTION:

This course is perfect for growing Managers within your organization. HR for Non-HR Managers will introduce Managers and Supervisors to human resource concepts they may be asked to take part in: participating in interviews, evaluating performance, setting objectives and taking responsibility for coaching & feedback. Discussions will identify current issues in the human resource field and the changing role of supervisors and managers in terms of HR functions.

An elective course in the Management Essentials Certificate Program, this course is intended for those working outside of the HR department, but who need to comprehend the essentials of human resource management for use in their day-to-day roles.

CONTACT HOURS: 12 hours

DELIVERY MODE(S): Face to Face, Video Conference

TRANSFERABILITY: N/A

GRADING CRITERIA:

Upon completion of the course, you will receive an Acknowledgement of Course Completion certificate. Upon completion of six elective courses, you will receive the Management Essentials Certificate for the program.

EVALUATIONS: Successful completion of a written Evaluation of Learning.

STUDENT RESPONSIBILITIES: Attendance and classroom participation.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

**Note: all Academic and Administrative policies are available at <https://www.gprc.ab.ca/about/administration/policies/>

COURSE SCHEDULE/TENTATIVE TIMELINE:

Dates vary (refer to website for current availability).

COURSE CONTENT

Module 1: Getting Started

- Workshop Objectives
- What is Human Resources?

Module 2: Job Analysis

- Understanding Job Analysis
- What is a Job Analysis?
- When Should Job Analysis Be Performed?
- Who Should be Consulted in Job Analysis?
- The Purpose of Job Analysis
- Job Analysis Methods
- Performing an Analysis
- Job Analysis Formats

Module 3: Identifying Job Competencies

Module 4: Job Descriptions

- Job Description Dos and Don'ts

- Job Description Writing Guide – Action Verbs
- Job Specifications

Module 5: Do You Really Need to Hire?

- Evaluate All Options
- The Real Cost of Employee Turnover

Module 6: Finding Candidates

- Job Advertisements

Module 7: Screening Applicants

- Resume Screening Checklists

Module 8: The Interview Process

- Preparing for the Interview
- Conducting the Interview

Module 9: After the Interview

- Provide Closure – Every Time
- References

- The Job Offer

Module 10: Employee Orientation and Onboarding

- Why Have Orientation?
- Orientation
- Onboarding
- Problems to Avoid

Module 11: Planning Training

- The Training Cycle
- Internal vs. External Training

Module 12: Performance Reviews

- Develop the Process
- Set Benchmarks Early
- Agreement with Set Benchmarks
- Hold an Effective Meeting

Module 13: Attendance Management

- The Cost of Absenteeism
- Dealing with Attendance Management

Module 14: Managing a Diverse Workforce

- Dealing with Diversity

Module 15: Coaching and Mentoring

- What is Coaching?
- What is Mentoring?
- Introduction to the G.R.O.W. Model

Module 16: Managing Disciplinary Issues

- The Four-Step Disciplinary System
- A Discipline Checklist for a Supervisor

Module 17: Terminating Employees

- Letting Staff Go
- The Termination Meeting

Module 18: Employment Standards

- Hours of Work, Rest Periods and Days of Rest
- General Holiday Pay
- 2018 Changes to General Holiday Pay Basic Rules
- Maternity and Parental Leave
- Minimum Wage
- Overtime Hours and Overtime Pay
- Overtime Agreements
- Payment of Earning
- Termination and Termination Pay
- Vacations and Vacation Pay
- Compassionate Care Leave
- Employees Under 18
- Restrictions for Adolescents (12 to 14 years old)
- Restrictions for Young Persons (15 to 17 years old)

Module 19: Workers' Compensation

Module 20: Changes to Employment Standards Code Alberta

- Changes to Existing Laws
- Additions to Existing Laws