

# Small Business People Management Workshops



## *Management Seminars with Real Results*

Participation in the workshops will help to reduce your HR burden, organize your HR practices, and help ensure your best resources are in place for growth.

**Fee: \$99 per session**

**Seating is limited!**

**Call 250.493.2566 to register**

## A Human Resources Program With Real Results

### Workshop Topics:

*(All sessions are 6:00pm-9:00pm)*

**January 31, 2012:** Leadership & Management for Small Business

**February 7, 2012:** Laws Affecting Human Resources

**February 21, 2012:** Hiring

**February 28, 2012:** Retention & Compensation

**March 13, 2012:** Managing Performance & Employee Relations

**March 20, 2012:** Developing the Employee Handbook

### Benefits Include:

- Easy to use management tools
- Clarity on best practices and the law
- Solutions to difficult people problems
- Developed and used by over 100 business across Canada

### REGISTRATION

[www.cfokanagan.com](http://www.cfokanagan.com)

102 - 3115 Skaha Lake Road  
Penticton, BC V2A 6G5

t: 250 493 2566 tf: 1 877 493 2566

[info@cfokanagan.com](mailto:info@cfokanagan.com)



## In partnership with

Over her career in management and human resources, Shawnee has helped build businesses and grow people.

LOVE HR is focused on small to medium sized organizations who want to achieve greater success through their people and people practices. She delivers HR strategy, employment practices, and people skills to her clients with practicality, creativity, energy, integrity and an irrepressible sense of humour.



Workshop  
Facilitator

**Shawnee Love**



*Growing communities one idea at a time*

## **6 Part Workshop Overview**

**(All sessions are 6-9pm)**

### **January 31, 2012: Leadership & Management for Small Business**

- Current HRM Assessment
- Basics of HR Management
- Leadership Behaviour Self Assessment & Best Leadership Practices
- HR Practices
- Common Purpose (Vision, Mission, Values)
- Respect
- Business organization (Structure & organization chart)
- Review/ Conclusion

### **February 7, 2012: Laws Affecting Human Resources**

- Labour Law
- Employment Standards
- Human Rights & Duty to Accommodate
- Privacy
- Workplace Health & Safety
- Review/ Conclusion

### **February 21, 2012: Hiring**

- Staffing Plan
- Job Descriptions
- Structured Hiring Process Steps
- Recruitment Methods & Activities
- Review/ Conclusion

### **February 28, 2012: Compensation & Retention**

- Compensation Planning
- Salary & Benefits
- Rewards & Recognition
- Training & Development
- Job Organization
- Exit Interviews
- Employee Survey

### **March 13 2012: Managing Performance & Employee Relations**

- Goal & Expectation Setting
- Corrective Feedback
- Performance Reviews
- Discipline
- Conflict Management
- Communication
- Belonging
- Relationships/ Teamwork

### **March 20, 2012: Developing the Employee Handbook**

- Company overview
- HR Policies & Procedures
- Other important content: what to expect from the company, company philosophy, and benefits & perks



# Small Business People Management Workshops

Community Futures Training Room, Penticton, B.C.

Please complete one registration form for each person

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone (Bus.): \_\_\_\_\_ Telephone (Other): \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## REGISTRATION

	Course Description	Price
_____	January 31, 2012 Leadership & Management for Small Business	\$99.00
_____	February 7, 2012 Laws Affecting Human Resources	\$99.00
_____	February 21, 2012 Hiring	\$99.00
_____	February 28, 2012 Retention & Compensation	\$99.00
_____	March 13, 2012 Managing Performance & Employee Relations	\$99.00
_____	March 20, 2012 Developing the Employee Handbook	\$99.00

## PAYMENT INFORMATION

_____	Cash or Cheque	<i>Payment enclosed (cheque or money order only) made out to: Community Futures Okanagan Similkameen</i>
_____	Money Order	
_____	MasterCard	
_____	VISA	

Card#: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

### Cancellation Policy:

Participants must register and pay the fee to hold their seat. No refunds will be issued but you may send another participant in your place. Registration and payments are to be sent to the address below.

***Seats are limited so register now!***

If you have any questions, please contact:

**Community Futures Okanagan Similkameen**

102 – 3115 Skaha Lake Road, Penticton, B.C. V2A 6G5

Tel: 250.493.2566 Toll Free: 1.877.493.5566 Fax: 250.493.7966

E-mail: [info@cfokanagan.com](mailto:info@cfokanagan.com)