

## Advanced Human Resource Management

Category	Description	Content	Proposed Training Dates
<b>Advanced Human Resource Management</b>	<b>Talent Management</b>	Talent Management <ul style="list-style-type: none"> <li>• Develop the skills to create an effective staffing plan and decide who to hire</li> <li>• Training on how to track staff performance and conduct performance reviews</li> <li>• Develop candidate management skills and effective communication tools</li> <li>• Understand how to incorporate CVs, application letters and photos into the talent acquisition process</li> <li>• Learn and receive training on advanced evaluation skills and compensation metrics</li> <li>• Develop the skills to manage staff turnover</li> </ul>	
	<b>The Organization</b>	The Organization <ul style="list-style-type: none"> <li>• Develop the skills to create the organization structure by position</li> <li>• Establish the requirements of each position</li> <li>• Learn how to and train on setting budgets – range of pay per position</li> <li>• Setting up the position profiles – job descriptions</li> <li>• Understand and train on how to implement data security practices</li> </ul>	
	<b>Successful Employee Termination</b>	Successful Employee Termination <ul style="list-style-type: none"> <li>• Learn the skills necessary to successfully manage the company strategy of termination and the individuals terminated in 3 scenarios</li> <li>• 1. Voluntary termination</li> <li>• 2. Retirement</li> <li>• 3. Involuntary termination</li> <li>• Develop the skill of writing and implementing comprehensive termination agreements</li> <li>• How to manage benefits on termination</li> <li>• Understanding government termination rules and regulations-the legal context</li> </ul>	

	<b>Payroll</b>	Payroll <ul style="list-style-type: none"> <li>• Understanding payroll on an individual level, departmental level and for the company as a whole</li> <li>• Training on setting salaries for specific skill sets</li> <li>• Understanding the tax components of payroll</li> <li>• Develop the skill set to manage the human capital cycle from recruiting, onboarding, performance reviews, salary adjustments and termination</li> <li>• Training on how to create a bonus structure, plan and execute it</li> </ul>	

**Sessions:** 5+

**Frequency:** Twice a week recommended

**Hours:** 20+

**Instructors:** Clifton Dockery, David Cameron, David Mo, David Morales, Gord Olson

**Course Capacity:** 1-10 attendees recommended

**Cost:** \$225-275/hr. Prices are subject to change.