

Essential Human Resource Management

Location: Cosmetology Association of Nova Scotia

Dates: This course will be held over a period of 10 weeks:

March 27, April 3, 10, 17, 24, May 1, 8, 15, 22 & 29

Time: 9:00 a.m. – 1:00 p.m., weekly

Course Description: This course will cover the fundamentals of Human Resources for managing your own business or supervising staff. This course will assist in understanding your most precious resource – people!

This program will cover:

- Identification of your organization's immediate needs (HR strategy)
- Developing organization policies and procedures
- Preparing a job analysis and job descriptions and defining the role they play
- Understanding some of HR best practice areas
- Preparing for interview and selection process
- Understanding coaching and mentoring
- Improving organizational communication
- Reviewing performance management principles (setting goals, performance reviews, etc.)
- Identifying progressive discipline and termination
- Effectively recognizing and rewarding employees
- Entertaining a respectful and diverse workplace

Certificates will be issued at the end of the program on graduation day.