

## **Essential Human Resource Management**

**Dates:** October 9, 23, 30 November 6, 13 held every Tuesday from 9 - 4:30.

**Class fee:** Free

**Location:** 126 Chain Lake Dr. Halifax

The Cosmetology Association in partnership with the Nova Scotia Government “LaMPSS” offers this class free to members and others who may wish to enhance their skills.

The instructor **Pam Ostli** will be in contact with those registered prior to October 9 start date.

**Completion certificate issued at the end of the class.**

**Course Description:** This course will cover the fundamentals of Human Resources as you manage your own business or supervise staff. This course will help you with your most precious resource – people! This program will cover:

- Identification of your organizations’ immediate needs (Strategy).
- Developing organization policy and procedures.
- Job Analysis and Job Descriptions and the role they play.
- Understanding of some of HR best practices.
- Interviewing and selection.
- Coaching and mentoring.
- Ways to improve organizational communication.
- Performance Management principles (setting goals, performance reviews).
- Progressive Discipline / Termination.
- Effectively recognizing and rewarding employees.
- Having a respectful workplace.

