

**Human Resource Workshop  
Nov 27th and 28th, 2019  
Saskatoon Inn, Canadian Room, Saskatoon, SK**

**November 27<sup>th</sup> (Day 1)**

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8:00am Continental Breakfast/Networking

8:45am Welcome

**Taking the Tough out of Tough HR Issues**

**Presented by Legacy Bowes Group**

Employee turnover, recruitment struggles, negativity, absenteeism, conflict and drugs in the workplace; these are only a few of what employers are facing today. Attend this workshop to gain an understanding of the different functions of HR, learn how to create systems that will help prevent problems and develop skills in managing HR problems.

9:00am **Speaker** - Wendy Hofford, Senior Consultant, Legacy Bowes Group

- **Uncovering the toughest HR issues this year**
- **Recruitment isn't easy when hiring is tough**
- **New Hire Orientation is the first impression**

10:30am **Health Break (15 min.)**

- **Dealing legislation, probationary period & job performance**
- **What's the status of your job descriptions**

12:00pm **Lunch (1 hour)**

- **Healthy culture creates engaged employees**
- **Managing change, managing your employees**

2:30pm **Health Break (15 min.)**

- **How to handle employee life challenges (*addictions, mental health*)**
- **Disciplinary and the problem employee**
- **Effective communication when it comes to policy & rules enforcement**
- **Wrapping up the toughest HR issues of the day**

4:00pm **End of Day**



## November 28th (Day 2)

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8:00am Continental Breakfast/Networking

8:45am Welcome

### **Respectful, Reliable & Responsible Work Environment**

#### **Presented by Legacy Bowes Group**

The culture of an organization is impacted by many factors within the work environment. Employee's attitudes, behaviours, and poor quality of work can cause challenges for others in the work environment negatively influencing the culture. In this workshop learn how to establish boundaries and expectations to effectively reinforce the need for employees to be respectful, reliable and responsible in their role and with those they work with.

9:00am **Speaker** - Wendy Hofford, Senior Consultant, Legacy Bowes Group

- **Understanding how culture impacts an organization**
- **The importance of an effective organizational culture**
- **Establishing different types of strong & weak cultures**

10:30am **Health Break (15 min.)**

- **Aligning how the culture of an organization affects the behaviour and attitude of its employees**
- **Management under pressure sets the "Real Culture" as perceived by employees**
- **Discover how values and beliefs are the cornerstone to a "Respectful" culture**

12:00pm **Lunch (1 hour)**

- **Evaluating the current culture norms exercise**
- **Making cultural changes means changing the mindset**

2:30pm **Health Break (15 min.)**

- **Creating leadership strategies towards a "Productivity Focused Culture"**
- **Learn the 7-step process to creating a "Respectful, Reliable, & Responsible culture"**

4:00pm **End of Day**