



Human Resource Workshop

Nov 29th and 30th, 2018

Saskatoon Inn, Canadian Room, Saskatoon, SK

November 29th (Day 1)

8:00 to 8:45 Continental Breakfast/Networking

8:45 Welcome

HR Boot Camp (1 Day Workshop)

Presented by Legacy Bowes Group

Whether you are new to managing people, a seasoned veteran or have some burning questions on the basics, this workshop will explore what you need to cover the essentials. Gain from discussions, case studies and tools:

The one day workshop offered an in-depth, “dig deep” human resource workshop where participants learn key skills and took home practical tools and techniques.

9:00 to 10:30 Speaker – Wendy Hofford, Senior Consultant, Legacy Bowes Group

- Introductions
- HR challenges and their impact
- Recruitment and selection processes

10:30 to 10:45 **Health Break**

10:45 to 12:00

- Orientation and training
- Compensation and benefits

12:00 to 1:00 **Lunch**

1:00 to 2:30 Speaker – Bill Medd, Partner – Leadership Development, Legacy Bowes Group

- Employee engagement
- Performance managing
- Coaching where your employees are at

2:30 to 2:45 **Health Break**

2:45 to 4:00

- Employee relations and progressive discipline
- Workforce and success planning

November 30th (Day 2)

8:00 to 9:00 Continental Breakfast/Networking

9:00 to 10:30 **Keeping Current Human Resource Policies – Ground rules are important!**

Speaker - Wendy Hofford, Legacy Bowes Group

Preparing and updating an HR policy manual is not a manager's favourite task, but it's a "must do" responsibility to ensure equal and transparent treatment for all employees. Participants will leave this workshop with an understanding of why policies are important, a framework for creating your policies and tools to communicate with staff. Time spent now, pays off later!

- Identifying the elements of an effective organization
- The role of policies in organization effectiveness
- The results of ineffective policies
- Organizational needs versus employee needs

10:30 to 10:45 **Health Break**

10:45 to 12:00 **Keeping Current HR Policies (continued)**

- The role of organizational culture in policy making
- Applying legislative requirements – Cannabis in the Workplace
- Staff communication and manual roll-out
- What makes a good HR policy
- HR Manual style, tone and content

12:00 to 1:00 **Lunch**

1:00 to 3:00 ***Ethics in the Workplace – Speakers - Wendy Hofford & Bill Medd, Legacy Bowes Group***

In today's business and work environment as well as within our personal lives, the issue of ethics has become even more important. In fact, the risk of unethical practices outside of what is considered morally right or proper can ruin your career and/or destroy your agency of business.

This hands-on, practical and interactive workshop will help you understand ethics.

- Experiencing ethics and professionalism
- The good, the bad, the ugly of ethical decision making
- Ethics – Bullying and Lateral Violence
- Why do people fall into unethical behavior

3:00 Closing Remarks