

Human Resource Management Workshop

In recent years, tasks that were originally thought to fall under the responsibility of the human resources department have become a part of many managers' job descriptions. The sharing and diffusion of these tasks throughout the organization has had an impact particularly on those that are not equipped with the skills or knowledge to deal with these issues.

The Human Resource Management workshop will give managers the basic tools to handle numerous human resource situations such as interviewing, orientation, safety, harassment, discrimination, violence, discipline, and termination. This workshop will provide your participants those skills and assist them with certain Human Resource situations.

Workshop Objectives:

- Describe the implications of different aspects of Human Resource Management on your daily responsibilities
- Define human resources terms and subject matter
- Recruit, interview, and retain employees more effectively
- Follow up with new employees in a structured manner
- Be an advocate for your employees' health and safety
- Provide accurate, actionable feedback to employees
- Act appropriately in situations requiring discipline and termination
- Evaluate some of the strengths and opportunities for Human Resources in your own workplace
- Identify three areas for further development within the Human Resources field as part of a personal action plan



For more information or to reserve your spot in this workshop, please contact:

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CLASS CONTENT

Module One: Getting Started

Workshop Objectives
Pre-Assignment Review

Module Two: Human Resources Today

What is Human Resources Today?
Key Factors Influencing Human Resources Today
Growth in Human Resource Management

Module Three: Recruiting and Interviewing

The Job Selection Process
Get Good at Interviewing
Interviewing Fairly
The Best Way to Interview

Module Four: Retention and Orientation

Getting Off on the Right Track
Creating an Engaging Program
Using an Orientation Checklist

Module Five: Following Up With New Employees

Checking In
Following Up
Designing the Follow-Up Schedule

Module Six: Workplace Health & Safety

Understanding Your Role and Responsibilities
Understanding Local and Industry Specific Rules
Training for Managers

Module Seven: Workplace Bullying, Harassment, and Violence

Definitions
Costs to the Organization
The Manager's Role
An Employer's Responsibility

Module Eight: Workplace Wellness

Wellness Behaviors
Wellness Trends
The Case for Wellness

Module Nine: Providing Feedback to Employees

Feedback Model
The Feedback Sandwich
Encouraging Growth and Development

Module Ten: Disciplining Employees

The General Discipline Process
The Progressive Discipline Process
Having Discipline Meetings
Following Up

Module Eleven: Terminating Employees

Documenting Events
Making the Decision
Communicating the Decision

Module Twelve: Wrapping Up

Words from the Wise