



## Human Resources 101 Workshop

*Presented by the Whitehorse Chamber of Commerce*

**Facilitated by:** RF HR Consulting

**Date:** 6 classes - February 4<sup>th</sup>, 6<sup>th</sup>, 11<sup>th</sup>, 13<sup>th</sup>, 18<sup>th</sup> and 20<sup>th</sup> (Tuesdays & Thursdays)

**Time:** 8:00 a.m. - 9:30 a.m.

### **COURSE OUTLINE:**

Learn and enhance your Human Resources knowledge and skills for you and your workplace!

People are the core component of any business. The right work environment for your people can lead to higher engagement, productivity and a customer focused business.

Join us for **HR 101 workshop series** and learn about your responsibilities and opportunities, as a leader and an employer. Uncover key concepts pertaining to organizational culture and discover HR best practices to help you connect strong workplace strategies to recruitment and onboarding.

This breakfast workshop series will help you understand how to build a workplace culture where teamwork prevails, and everyone understands their roles and responsibilities.

### **CLASS 1**

#### **Understanding Workplace Culture**

- What is Workplace Culture? Let's define your organization's culture?
- Analyze the core components of culture and some common HR roadblocks and challenges.
- Your Organizational Workplace Culture Assessment.

### **CLASS 2**

#### **HR Policies & Procedures**

- Understand why it's important to understand the difference between Policies and Guidelines.
- What makes a good policy, procedure and guideline? What, Why, How?
- How do I connect this with my corporate culture?

### **CLASS 3**



## Recruitment & Retention

- Recruitment Best Practices: Moving beyond post and pray
- How to attract top talent and retain them

## CLASS 4

### Interviewing & Onboarding

- What is Orientation and what is Onboarding?
- Connecting corporate culture to interviewing and assessing talent
- Screening & Interviewing for fit vs technical skills

## CLASS 5

### Expert Panel Session

- Let's hear from the Experts on our Legal Obligations
- Moderated Panel Session: Guest Speakers from Employment Standards, Yukon Human Rights and Worker's Compensation Employer Advisor
- Your opportunity to make connections and ask your questions.

## CLASS 6

### Total Rewards

- Expand your Compensation and Benefits approach and analyze your organization from a Total Rewards perspective.
- Pull together what you have learned and what to experiment with next?