



## Human Resources 202 Workshop

*Presented by the Whitehorse Chamber of Commerce*

**Facilitated by:** RF HR Consulting

**Date:** 4 classes - March 31st, April 7th, April 16 and April 21st

**Time:** 8:00am - 10:00am

**Location:** Best Western Gold Rush Inn - General Store

### **COURSE OUTLINE:**

Businesses contend with constant change. Helping your people navigate through change is important crucial for building trust and effective communication.

HR 202 is a series of 4 breakfast workshops and a private consultation session with an HR expert. You will learn tools for managing change, enabling performance, improving communications and how to have having difficult conversations in your workplace. Learn how to develop your performance management and learning & development processes for yourself and your organization. Come learn, network and take advantage of this workshop series.

### **CLASS 1**

#### **Communication and Collaboration**

- Listening and speaking
- How to have effective workplace relationships
- Difficult conversations
- Best Practices for Leading others

### **CLASS 2**

#### **Performance Management**

- Program vs philosophy - connecting to your corporate culture
- Setting performance expectations and holding people accountable
- Progressive discipline and documentation
- Termination



### CLASS 3

#### Learning and Development - For yourself and others

- Understanding how Adults learn
- Adult learning (70 / 20 / 10 Model)
- Creating an Individual Development Plan without breaking the bank
- Creative ideas for Learning and Development in the North

### CLASS 4

#### Working in Change

- What is change management and why is it such a big deal?
- What do I need to think about when creating a change?
- How can I increase my effectiveness around making changes?
- Tackling change and connecting it to my organizational culture