Course Name: Human Resources Management System – Alberta

### Overview:

Lakeland HR Solutions will provide a management training program that includes Human Resources training for managers that includes two modules, the first focused on leglislative awareness and best practise, and the second focused on client specific policy in practice management training with a focus on Human Resource and Safety Policies. Successful participants completing the course will be provided a Certification of Completion.

### Overview:

Human Resources Training for Managers – Alberta is to be completed in a combination of classroom and online setting with case study discussion and assignments. Intent is for education on the client specific policy and Alberta Legislation as well as practical solutions for day to day management of policies in the workplace.

### Curriculum:

#### Module 1: Fundamentals of Human Resources Management

Human Resources Training for Managers – Alberta is to be completed in a classroom setting with case study discussion and assignments. Intent is for education on the client specific policy and Alberta Legislation as well as practical solutions for day to day management of policies in the workplace.

 Elements & Instructional Hours

* Legislation Awareness (1 to 4 hours)
* Recruitment and Hiring (2 to 4 hours)
* Internal Investigations (2 to 4 hours)
* Effective Communication & Documentation for Managers (1 to 3 hours)
* Compensation Policies (2 to 6 hours) *example policies: Pay Practices, Compensation Structure and Strategy, Compensation Policy.*
* Conflict Resolution Policies in Practice (0.5 to 5 hours) *example policies to review: Employee Concern Policy, Respect in the Workplace Policy*
* Performance Management Policies in Practice (1 to 6 hours) *example policies to review: Performance Management Policies and Processes, Progressive Discipline/Corrective Action Policies, Termination of Employment*
* Health and Safety Program (2 to 8 hours)

Participants will receive training material (course books) and upon completion of all modules participants will be provided a knowledge examination. Upon sucessful competion of both the course content and knowledge examination the participant will be provided a certification of completion from the Training Provider.

**Course Timeline:**

Instructional hours range depending on specific client needs. Typical range is from 10 to 40 instructional hours as per above breakdown. Course delivery is usually broken down into indivdual topics over multiple days (usually completed within 3 months depending on client needs, requests, and availability) or if requested can be condensed into a condensed time frame.

**Investment:**

Training cost vary based on client specific need and number of partcipants. Range per Participant (inlcudes cost of development of client specific material, delivery of training, course material handouts, procter of course examination and certification of completion) is $1,000 to 6,000+ GST.