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# HUMAN RESOURCES TRAINING

## POLICY IN PRACTICE

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## **Advanced Human Resources Training for Managers – 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 legislative 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.

### **Curriculum:**

Human Resources Training for Managers – Alberta is to be completed in a classroom setting with policy training and case study discussion. 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. Training course will be designed for the specific client and typically include the two following modules:

#### **Module 1: Human Resources Legislation and Best Practises**

Elements & Instructional Hours

- Legislation Awareness
- Recruitment Strategy
- Effective Communication & Documentation for Managers

#### **Module 2: Policy in Practice:**

Elements & Instructional Hours:

- Policy Overview Training
- Recruitment and Hiring
- Privacy Policy
- Social Media Policy
- Progressive Discipline Policy
- Respect in the Workplace
- Termination of Employment
- Alcohol and Drug Policy
- Use of Company Technology
- Other Company HR Policies as required



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

### **Course Dates:**

Courses will be provided in individual modules, specific course dates will be as per mutually agreed upon dates in this timeframe.

### **Investment:**

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