



Human Resources & Employee Development Workshops and Consulting Services

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Enabling Effective Community and Workplace Learning and Leadership

LEADERSHIP SERIES

List of courses related to the Leadership series

Learning and Development for non-Learning and Development Managers

- Essential Learning and Development for Non-LD Managers
- Essential Finance for Non-Finance Managers
- Essential Human Resources for Non-Human Resources Managers

Essential Learning and Development for Non-LD

Managers

(DD & CMW)

For managers in today's business world, it's essential to have a working knowledge of organizational Learning & Development. Frontline managers play a role in organizations' Learning & Development activities, whether they realize it or not. Learning does not occur only in formal settings, but throughout our working lives. This two day workshop will provide managers with an understanding of the basic concepts associated with how adults learn in the workplace along with how Learning & Development activities unfold within an organization. This new knowledge will provide managers with the knowledge they need to better support the development of people, succession planning activities and overall achievement of results for their company.

LEARNING OUTCOMES

You will ...

- *Define learning and development terminologies*
- *Explain the relationship between business goals and learning and development activities*

- *Discuss how increased regulatory requirements are shaping learning in organizations*
- *Explain the link between, pre-employments (e.g. job profiles, recruitment, etc.), during employment (e.g. orientation, performance management, etc.) and post employment (Exit interviews, etc.) activities*
- *Discuss how organizations' learning and development policies influence learning activities*
- *Describe the purpose of a learning and development strategy*
- *Outline key information to include in a learning a development business case*
- *Outline steps for developing and managing a learning and development budget*
- *Outline factors to consider when allocating learning and development dollars to employees in your team*
- *Outline factors to consider when hiring external learning and development resources*
- *Explain the importance and significance of a structured on the job training program*
- *Customize an on the job training framework to meet the needs of your organization.*
- *Enable structured informal learning within your organizations*
- *Evaluate the effectiveness of learning and development activities in your business unit*

DURATION: 2 Days

Essential Human Resources for Non-Human Resources

Managers

(CMW)

Human Resources (HR) is increasingly a function of frontline managers rather than the HR Corporate Office. Frontline managers are required to be able to handle key HR activities effectively and efficiently. We are in an era of increasing regulatory requirements, lawsuits, and competition to hire and retain competent employees. This workshop will walk frontline managers through key Human Resources activities; Human Resources strategic planning, skills inventory, hiring, retaining employees, diversity, generation gap, compensation, etc.

LEARNING OUTCOMES

You will ...

- Define Human Resources terminologies
- Gain a better understanding of the value of HR
- Explain the relationship between business goals and Human Resources activities
- Define Human Resources as an integrated aspect of operations activities
- Explain the link between, pre employments (e.g. job profiles, recruitment, etc.), during employment (e.g. orientation, performance management, etc.) and post employment (Exit interviews, etc.) activities
- Describe the purpose of an HR strategy for your business unit
- Describe components of an HR strategy
- Forecast Human Resources needs using the indexing and extrapolation tools
- Outline the benefits of conducting skills inventory
- Discuss the purpose of conducting a job analysis
- Outline different methods for developing job profiles
- Outline key components of a job description
- Discuss best practices for short listing and interviewing candidates
- Outline orientation activities that will set new employees to a good start
- Discuss ways of aligning training activities to business goals
- Outline best practices for conducting and managing performance reviews

- Discuss ways to making diversity work the advantage of any team
 - Explore organization strategies that overcome gap issues
 - Evaluate the need and effectiveness of recruiting, retention and succession plans in context of the generation gap
- Discuss best practices for meeting internal and external regulatory and policy requirements
- Discuss best practices for managing compensation and benefits activities
- Outline the benefits of conducting an exit interview

DURATION: 2 Days

Essential Finance for Non-Finance Managers

(CMW)

For managers in today's business world, it's essential to have a working knowledge of finance. Frontline managers play a role in organizations' financial health, whether they realize it or not. Managers lacking training or a background in finance may be at a disadvantage around the management table. Understanding the cycle of finance will help line managers' figure out where they fit into your company's financial structure, and how to keep their department out of the red. This two day workshop will familiarize frontline managers with the key concepts of finance and accounting and help them prepare budgets with more confidence.

LEARNING OUTCOMES

You will ...

- *Define Finance terminologies*
- *Explain the relationship between business goals and Finance processes*
- *Discuss the impact of increased financial regulatory requirements*
- *Discuss how financial activities must be integrated into day to day operational activities rather monthly, quarterly, and yearend activities*
- *Discuss the finance cycle; Strategic Planning, Budgeting and Operational Plans*
- *Identify frontline managers financial responsibilities associated with the financial cycle*
- *Interpret financial reports, including a profit and loss statement, an income statement, and a financial statement*
- *Develop a budget*
- *Discuss budgeting techniques; planning and control*
- *Use financial reports to proactively and reactively achieve business goals*

DURATION: 2 Days