

Certificate in Management Development for Organizational Effectiveness Workshop: Principles of Human Resource Management

Thursday, April 21, 2005 - 8:15 a.m. to 4:15 p.m. at MTEC Learning Centre (115-1821 Wellington Ave, Winnipeg)

Principles of Human Resource Management

While people have always been central to organizations, they are now taking on a more central role in building the firm's competitive advantage. Managing people is every manager's business, and successful organizations combine the experience of managers with the expertise of HR specialists to develop and use talents of employees to their greatest potential. This workshop will cover the key HR functions, influences and strategies that every supervisor, manager and leader needs to know.

Upon completion of this workshop, you will be able to:

- Identify and describe principles & functions of HR management:
 - HR Planning and Work Design
 - Recruitment and Selection
 - Performance Management
 - Training and Development
 - Compensation and Benefits
 - Employee Rights and Discipline
- Analyze contemporary HR issues, including how to create an environment for success
- Apply theories, methods or techniques used by HR practitioners
- Understand the requirements of your role regarding Human Resource Management

Instructor: Deri Latimer

Deri Latimer combines a business degree with 19 years of experience as a resource to organizations and individuals as they address issues relevant to the "human" side of enterprise. She has a proven track record as a keynote speaker, facilitator and consultant to a wide range of clients from various industries and business sectors.

This workshop is eligible for credit in the:

Certificate in Management Development for Organizational Effectiveness

The Certificate program consists of 70 credit hours:

- 7 Core one day courses (49 credit hours)
- 21 Credit hours of optional courses

The 7 Core/Required Courses are:

- Introduction to Management: The Basics - Jan 27
- Personality in the Workplace - Feb 10
- Leadership and Management - Feb 24
- Vision to Action: Achieve Business Goals & Objectives - Mar 8
- Coaching, Mentoring and Motivating - Apr 7
- Principles of Human Resource Management - Apr 21
- Building a Resilient Organizational Culture - May 5

Fee Structure for Core Courses:

- Core package* of 7 courses
 - \$1,050 + gst for QNET/MFPA/MHA/MRA members
 - \$1,500 + gst for non-members
- Individual core courses:
 - \$195 + gst per course for QNET/MFPA/MHA/MRA members
 - \$240 + gst per course for non-members

*Note: A company may purchase the Core Package (to receive the discounted fee) and send different individuals to the courses.

CAM:OE—This workshop is also eligible for credit in the Certificate in Applied Management: Organizational Effectiveness (CAM:OE) in partnership with the University of Manitoba, Continuing Education.

Presented by:



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REGISTRATION FORM: Fax to (204) 949-4990 or register online at www.qnet.mb.ca

NAME _____ TITLE _____

ORGANIZATION _____ CITY _____

PH _____ FAX _____ EMAIL _____

FEES: \$195 + GST for QNET/MRA/MHA Members \$240 + GST for Non-Members

I am a member of: QNET MRA MFPA MHA

I am registering for the entire 7 Course Core Package—Certificate in Management Development.

PAYMENT METHOD: Please Invoice Cheque Enclosed VISA AMEX MasterCard

Card # _____ Expiry _____

Cardholders Name _____ Signature _____

An event confirmation will be sent one week prior to the workshop. Cancellations must be received in writing no later than Wednesday, April 13/05. After that time, the full registration fee will apply and only replacement participants will be accepted. Invoices will be sent for non-attendance. (G.S.T. Reg # 899755334RT)

Partners:

Manitoba Food Processors Association (MFPA) / Manitoba Hotel Association (MHA) Manitoba Restaurant Association (MRA) / Canada Manitoba Business Service Centre
Industry Training Partnerships, Manitoba Advanced Education & Training

