



# Fundamentals of Human Resources For Managers

## 2-Part Series

Day 1 - February 2, 2023

Day 2 - February 9, 2023

**This 2-part series is perfect for managers who would like to broaden their knowledge in this area.**

Whether it's writing a job description, hiring the right person for the job or dealing with performance issues, there are times each day that managers need to utilize their HR skills. This training will assist managers in improving their skills by learning the fundamentals of human resource management, in addition to the other management functions they perform. Today, more than ever, knowing how to attract and retain employees is an important function of this position.

The primary focus of this 2-Day Human Resource Series is to provide managers with both a broad overview of the human resource functions and give them the tools they require to deal with day-to-day human resource issues. They will explore how to effectively develop a comprehensive recruitment toolkit to attract and select staff to behavioral-based interviewing, performance management and staff retention strategies.

Developed and Delivered by:



DAY 1 - FEB 2, 2023  
DAY 2 - FEB 9, 2023



9:00 am to 4:00 pm



MTEC Training Centre  
75 Scurfield Blvd., Unit 3  
Winnipeg, MB



\$200 total for both days

### DAY 1

- Principles of Human Resource Management
- Job Descriptions, Recruitment and Selection

### DAY 2

- Employee Orientation and Onboarding
- Performance Management and Retention Strategies

For more information and to register please email [register@mtec.mb.ca](mailto:register@mtec.mb.ca)