



Fundamentals of Human Resources For Managers

2-Part Series

Day 1 - March 13, 2024

Day 2 - March 19, 2024

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: **MTEC**
MANITOBA TOURISM
EDUCATION COUNCIL



DAY 1 - MAR 13, 2024
DAY 2 - MAR 19, 2024



9:00 am to 4:00 pm



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



\$200 plus GST
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