

2DAYS

Managing People to Make a Difference

A strategic approach to managing staff for smaller organizations

Is high employee
turnover stressing
you out?

Do people problems
eat up too much of
your time?

Are good people hard
to find – and harder
to keep?

HR

Talk. Learn. Listen.

Presented by:





This two day session led by Brad Long, of the Gerald Schwartz School of Business, St. Francis Xavier University, combines classroom instruction, guest speakers, case studies and practical application; and then concludes with an afternoon of **facilitated action planning specific to your environment.**

The primary objective of this program is to help you get the most from your people. To do this, you need to know...

How to hire the right people,
how to develop them,
how to evaluate them,
and how to compensate them.

All while treating them in a responsible manner and adhering to legal requirements.

HR Statistics



- ▶ To recoup the cost of losing just one crew member, a fast food restaurant must sell 7,613 children's combo meals at \$2.50 each **McQuaig Institute, January 2006.**
- ▶ 43% of employees called in sick in 2004 when they weren't sick at all. **Careerbuilder.com, October 2005**
- ▶ 25% of people visit blogs while at work, averaging 3.5 hrs per week viewing them. **Advertising Age, Oct 2005**

About the Session Leader

Brad Long joined the StFX Department of Business Administration in 2002 bringing a variety of real world business experience with companies ranging from a local high tech start up to Aliant and Bombardier. His credentials include a BA Honours, an MBA, a CMA...and he is currently working on a PhD through Saint Mary's University.

Who should attend?

Small business owners; people managers and employers with no designated HR staff; not-for-profit managers and executive directors, anyone responsible for sourcing, interviewing, hiring or developing staff, and HR practitioners interested in meeting continuing education requirements.

What you will learn:

- ▶ An overview of the HR function and how it is evolving
- ▶ How to become known as an employer of choice
- ▶ The legal framework surrounding human resources
- ▶ The basics of job design and effective job descriptions
- ▶ How to find and keep the right people
- ▶ Key factors in creating effective rewards and compensation
- ▶ Methods for effective performance management
- ▶ Strategies for managing the disciplinary process

What you will take with you:

An assessment of your own approach as compared to best practices
Examples of what other businesses do well to use as a reference
Specific action plans for improving areas you identify as critical to the success of your company or organization



Where:

StFX University, Antigonish, Nova Scotia



When:

Thursday February 4, 2010
and Friday February 5, 2010

**8:30 AM
- 4:30 PM**



Cost:

\$695 + HST

Includes lunch and refreshment breaks on both days

Discount of \$100 for additional participants from the same organization



Contact:

Jackie Knocton
StFX Enterprise Development Centre

**(902) 867-5543
XEDC@stfx.ca**



Register Online:

www.xedc.ca/register

**Reg. Deadline
January 31/10**

With lunchtime guest presentations on:
Generations in the Workplace & Employee Retention



Presented by:



With the support of:



Atlantic Canada Opportunities Agency

Agence de promotion économique du Canada atlantique



Canada