

Centre for Innovation, Management and Enterprise Education presents:

## **Human resources management for the non-Human Resources Manager**

Organizations today depend increasingly on their people to assist them in meeting business goals and maximizing efficiency and profits. While some organizations can afford the opportunity to have qualified HR professionals on staff, not all organizations are able to have dedicated HR professionals, and the burden of implementing appropriate human resources systems falls to managers and supervisors.

This seminar involves an explanation of some of the key requirements of effective HR as they fall under Employment Standards Act, Human Rights, Employment Equity, and Health and Safety, to name just a few relevant pieces of legislation that are important to effective development of HR programs. Some basic requirements pertaining to recruitment and selection, performance appraisals, discipline, and employee relations will be discussed. This seminar will be ideally suited to smaller organizations where there is no HR department, or where an individual is responsible for some aspects of HR.

Two Thursday evenings, Jan.23 & 30, 2014, 6:30 p.m. - 9:30 p.m.  
Chamber Education Centre, 1 St. Paul St., St. Catharines  
\$249 plus HST

### **Instructor: Michael Michalski**

Michael Michalski earned his MBA in the field of Human Resources and Industrial Relations and has subsequently taught Human Resource topics at Brock University and at McMaster University in Hamilton. Michael has been a practitioner in the field of Human Resources for over twenty five years. He was most recently the senior HR Executive for a large social service agency in southern Ontario, where he had responsibility for recruitment and selection, collective bargaining, training, benefits, as well as health and safety. Michael is currently involved in exploring a variety of distance education formats for Human Resource-related teaching.

*To register for any seminar, please call the Greater Niagara Chamber of Commerce Office: 905 684-2361 OR e-mail [admin@gncc.ca](mailto:admin@gncc.ca).*