Program Name	HR Essentials
Level	N/A
Pre-Requisite(s)	N/A
Recommended WEI Programs To Have Completed Prior to Starting this Program	N/A
Total Hours	40
Description	This program is designed to provide you with a general overview and understanding of the role of HR in your company – whether you have one or 50 employees. In addition to laying the foundation for a practical HR system, the program will provide you with knowledge, tools and templates for recruiting, retaining and engaging employees whether you operate with staff working in person, remotely or under a blended model.

Learning Outcomes:
- Identify HR needs
- Develop an organizational chart
- Create a job analysis
- Develop job descriptions
- Develop a recruitment strategy
- Design job postings
- Develop the interview and selection processes
- List the elements of a performance management system
- Create personnel files
- List types of employee policies & procedures
- Create an employee-friendly work cultures

Standard Topics:
- Building a staffing strategy
- Job analysis
- Job descriptions
- The hiring process
- Performance management
- Human resources best practices
- Succession planning
- Becoming an employer of choice