

MANAGING AS A HUMAN RESOURCE PROFESSIONAL



HR's role has evolved and you are a tactical business partner today. This position is even more important in a recession; Human Resource's function is ever expanding in this altering economy. Continuous professional development can help you meet new organizational challenges and go back to your work motivated to maximize productivity and growth.

Sandals Royal Bahamian Resort & Spa

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DAY ONE

HUMAN RESOURCES OVERVIEW

- Articulating the strategic and functional roles HR performs for the organization
- Describing the human resources management disciplines employed by effective organizations
- Identifying stakeholders and capturing their requirements

LEGAL CONSIDERATIONS

- What you can and cant ask in an interview
- What to do if you are charged with discrimination
- Pre- employment questions
- Understanding employment legislation

COMPENSATION, BENEFITS AND PERFORMANCE MANAGEMENT

- Describe HR's role in compensation, benefits and Performance management
- Get Others to Accept, Endorse and Advance Your Agenda
- Overcome Resistance and Initiate Change
- Producing relevant reward strategies
- identifying compensation and benefit methodologies needed to achieve business objectives

FAMILY AND MEDICAL LEAVE ACT

- Explain Employer Responsibilities and Employee Rights Under the family and Medical Leave Act
- Make decisions about employee leave requests for personal, custodians of aging parents and other family illnesses
- Coordinate Leave Request Between Line Performance Management

DAY TWO

THE LEGAL HIRING PROCESS OF EMPLOYMENT

- Steps for processing legal migrants
- Forms used to process migrant workers
- The right person/s to assist at the Department of Immigration
- Legal risks associated with employing temporary workers
- Record keeping requirements

THE MANAGER'S STYLE—HOW OTHERS SEE YOU

- The four primary behavioral styles: relater, socializer, thinker, director
- How to recognize others' behavioral styles to increase support and communication
- Style adaptability to increase your managerial effectiveness

Management & Team Building

- Determine Your Leadership Style and Apply the Most Effective Leadership quality to a Situation
- Identify the Most Effective Leadership Style for Team Situations
- Steps to effectively operating as a proficient team member

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WHAT IS N.Y.C.O. LTD.

In The Bahamas today there are many business professionals who have issues on various topics that affect them on an everyday basis. However many of them don't know where to turn for the answers; and that's why we're here! We are a Gem amidst the many training companies in the Bahamas, priding ourselves in assisting Bahamians and those interested in the development of our country to develop themselves in the most professional, confident, efficient manner in whatever field they may be in.

N.Y.C.O. LTD. is an organization based in Nassau, Bahamas and has been an idea in the mind of its owners for many years. This company is owned by a Board of Directors consisting of distinguished professionals.

The mission of N.Y.C.O. is to remain at the forefront of high quality professional development for educational institutes and businesses. This is being expressed through the group's Vision, which is to help individuals find their way to living a balanced life while being proficient on the job.

We do this by offering quality training seminars for any company big or small, on your property or off- property, any area of your business that is causing a hemorrhage we can address; from the Janitor to the Front desk clerk straight up to the Director. We host workshops for everyone; Corporate staff, Technical, Administrative Assistants, Supervisors, Managers and Entrepreneurs.

We do this by providing you with highly qualified dynamic facilitators from throughout the region, and our rates can't be matched, "We stand on that". We have dynamic facilitators from highly accredited universities and colleges and the upper echelon of the public and private sector.

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Registration information

Ms. _____ Title _____
PRINT OR TYPE

E-mail Address _____

Please list additional registrations on a separate sheet and attach.

_____ Title _____

Approving Supervisor _____

Organization _____

Mailing Address _____

City, State, ZIP _____

Telephone _____ Ext. _____

Fax _____

Payment information. Please pay before the conference.

☐ **Confirming phone registration: #** _____

☐ **Check enclosed payable to: N.Y.C.O.**

Check # _____ **Check amt.** _____

Register 3 ways...

by phone: 327-0305,

by fax: 327-0305 or

by email: nyco.trainer_ltd@yahoo.com

Cancellations and substitutions. Cancellations received up to three working days before the seminar are refundable, minus a \$20 registration service charge. After that, cancellations are subject to the entire seminar fee, which you may apply toward a future seminar. Please note that if you don't cancel and don't attend, you are still responsible for payment. Substitutions may be made at any time.