



People Management

Part 1 & 2
Program Outline

Overview

In business, a company is only as good as the people that work for it. And it's true, our people are our greatest asset. As a leader though, sometimes it is also one of our greatest challenges. In today's market, finding and keeping top employees can be difficult- but not impossible.

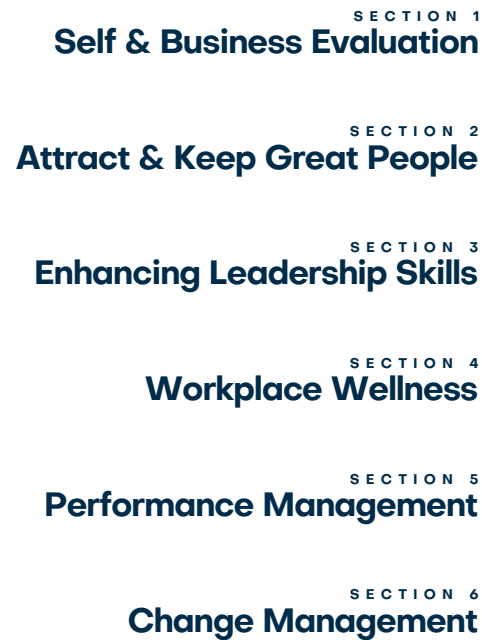
If you manage people or are about to manage people, understanding the complexity of people - that is, why they do what they do and how to be a leader that people want to work hard for - is critical.

During this program, participants will build an actionable management plan to solve their top HR issue and accumulate the tools and skills that will help manage teams more effectively, unlocking the potential for growth in both your employees and your business.

COURSE STRUCTURE

Participants will receive instruction through online group Zoom classes. They will also have access to all course tools and content including recordings of classes on an e-learning hub, allowing them to review anything they missed at their own convenience. Participants can also become part of our Facebook group community, giving them an open forum to ask questions to instructors and other business owners.

PROGRAM SECTIONS



COURSE HOURS

Part 1

- **24 hours of total instruction**
- **Weekly 2 hr group Zoom sessions for 6 weeks**

Part 2

- **24 hours of total instruction**
- **3 months of bi-weekly Zoom training (2 hrs twice a week)**



Who is this program for?

BUSINESS OWNERS

As an owner, you are responsible for providing focus and direction to your team and motivating them to achieve business goals. Being a good leader is not an innate ability, and doesn't magically develop once you create a business. At the same time, you can only go so far in business without a team. This program will help you create a culture and work environment that drives productivity, customer service, and the business goals you have defined rather than one that forms accidentally.

MANAGERS & TEAM LEADERS

A strong management team is particularly significant if you want the business as a whole to grow and develop. To do that, each member on the team needs to evaluate their own strengths, challenges, and areas for development. Great managers can also identify these things in others and use this knowledge to develop the potential of their team.



Simple, Practical, and Relevant

We are committed to providing your business with every possible advantage to thrive in Saskatchewan and beyond! Our experienced team provides your business with the expertise you need, available at your fingertips. With many options - from individual courses to complete certificate programs and one-on-one coaching, to mastermind groups, we've got you covered.

**WE EXIST TO HELP BUILD
MILLION & BILLION
DOLLAR BUSINESSES.**



Program Instructor

Nicole Adams
SolutionPro Consulting

With over 25 years of experience both advising decision makers and working directly with a team in businesses, community organizations, government, First Nation organizations, and educational institutes; Nicole is a believer that the key to life is to live in the solution, not the problem.

As a graduate of the University of Regina with degrees in Psychology, Social Work and numerous certifications in areas such as leadership, project and change management, and business coaching, Nicole takes a streetwise approach to understanding human behaviour by applying strategic thinking, and using strength-based leadership to day-to-day

practices allowing managers to learn with confidence, lead with strength, and develop with courage.

Nicole's humorous, engaging style, curious nature, and effective results makes her a sought-after coach and advisor. Nicole makes the connection between emotional intelligence, self awareness and organizational culture in ways that make sense, are digestible and doable for everyone! She has a passion for helping others learn to achieving personal and professional greatness. When you think you can't, Nicole will motivate and inspire you to see that you can!



How our program will help build your business profits

Our people management program is designed to teach simple, practical, and easy to understand concepts in combination with activities that help you apply what you've learned directly to your business.

KEY TAKEAWAYS

In this program, participants will learn to:

- Attract, hire and retain key employees for your business.
- Understand what legal obligations businesses have towards their staff.
- Learn effective time management skills, improving productivity and reducing stress and burnout.
- Learn best practices communicating with others – avoid conflict, but kindly and confidently manage it when it happens.
- Learn to manage change - the one constant we live with.

PROGRAM SECTIONS

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- SECTION 1
Self & Business Evaluation
 - SECTION 2
Attract & Keep Great People
 - SECTION 3
Enhancing Leadership Skills
 - SECTION 4
Workplace Wellness
 - SECTION 5
Performance Management

- Develop your business mission, vision and values or improve the one you have.
- Develop exceptional leadership skills including emotional intelligence and effective team building strategies
- Learn best practices in performance management & its connections to recruitment, training, retention, overall culture, and productivity.
- Learn about how to implement workplace wellness to reduce absenteeism and lost productivity.

learning experience

SEE

Learners are introduced to content through stories, expertise, and humour.

SHARE

Knowledge is constructed by sharing and discussing with instructors, peers, and your target audience.

REFLECT

Learners are given the opportunity to reflect, relate, and write down key takeaways and action items each course.

TRY

Capstone activities connect key takeaways with business and action immediately to solidify new practices.

PROGRAM OUTCOMES

People Management Part 1

This program consists of 6 weeks of live online group learning, with 4 hours of Zoom training every week. This program is designed to help business owners & managers learn how to hire and keep the right staff to accomplish their goals & vision. Leave this course with a plan to address your top HR challenges.

1

CONNECTING THE DOTS

Familiarize yourself with the Be Wise Online Learning platform, course layout, & materials. Discover your personal strengths, how to use them effectively in your business, and how to maximize employees' potential, attitude and loyalty to maximize business growth and profit.

4

SAILING THE SHIP

Learn how to effectively onboard employees through orientation & training, clear job expectations & structure, running effective meetings, implementing health & safety procedures and a discrimination-free work environment.

2

PRODUCTIVITY MINUS THE BURN-OUT

Learn to improve your ability to effectively manage your time & communicate with employees, provide direction and effective feedback that sets people up for success. Learn how to make difficult conversations become easier and increase workplace effectiveness.

5

BRING THE "ONE FOR ALL, ALL FOR ONE" "MENTALITY BACK - RETENTION STRATEGIES

Bring the human back to the workplace in person and virtually – develop comradery, physical and psychological safety, loyalty, kindness, and fun and see your business soar! Learn the benefits of retention strategies that won't break your budget and the most effective compensation models.

3

RECRUIT WITH PURPOSE

Learn the best tips, knowledge, and tools to attract and hire great employees. Make sure you have the right people in the right spot in your business. Understand your legal obligations to employees.

6

STRENGTHS BASED PERFORMANCE MANAGEMENT

Learn easy performance management techniques that inspire employees and encourage them to grow. Learn coaching techniques to assist your employees to continue to develop their skills, conquer their challenges, and improve productivity. Learn measurable job outputs/outcomes, targets, and actions.

PROGRAM OUTCOMES

People Management Part 2

This program consists of 3 months of live online group learning, with 4 hours of zoom training every second week so that participants have a chance to spend alternate weeks working on their business. This program is designed to help managers create their own people management plan for their team to increase team effectiveness & cohesion, and creating the workplace culture that increases retention and profitability.

1

INTRODUCTION & DEVELOPING YOUR MISSION, VISION & VALUES

Familiarize yourself with Be Wise Online Academy platform, course layout, and materials. Create and/or improve your business mission, vision and values, which sets the stage for all communication about your business, your corporate responsibilities, and the reasoning behind all your decisions.

4

BUILDING A STRONG TEAM

Effective teams are directly related to reducing the toxicities that build in workplaces, negatively impacting your bottom line. Learn to maximize team outcomes that affect productivity, quality, consensus, and satisfaction.

2

BE THE BOSS YOU ALWAYS WISHED YOU HAD

This module will show you how to lead your team to respond to new workplace challenges since the pandemic and to manage the expectations that employees have today.

5

CULTIVATING 'BUY IN' WHEN IMPLEMENTING CHANGE

Constant change is part of regular business development. Learn how to prepare, equip and support employees moving through changes so they can adopt them making the business change successful.

3

EMOTIONAL INTELLIGENCE IN LEADERSHIP

Nearly 90% of what sets apart leaders of high performing businesses from their competition is Emotional Intelligence (EI). Use your personal EI assessment to develop your skills and increase your business potential, improve your business partnerships and set a workplace tone that drives productivity and profit.

6

CREATING WORKPLACE WELLNESS

Uncover the leading causes of workplace sickness that impacts your employees health and your business productivity. Learn how to avoid these workplace sickness traps and how to encourage health and wellness for yourself and your employees.

Program Credential

Upon the successful completion of the program, participants will receive a certificate of completion. This program is not graded as the purpose is for participants to gain the skills and knowledge they need to be successful in their business or career.



TRAINING COSTS

People Management Part 1

Weekly for 6 weeks, *24 Hrs Total Instructional Time*

\$ 500 Materials

\$ 4,457 Tuition

\$ 4,957

People Management Part 2

Bi-weekly for 3 months, *24 Hrs Total Instructional Time*

\$ 500 Materials

\$ 4,457 Tuition

\$ 4,957

Above prices are for each registered participant. Each business is encouraged to send 1 business owner or manager to audit the program alongside their registered participant to ensure the successful integration of tools and strategies into the business.

Our Guarantee

We guarantee that you will increase employee satisfaction & productivity within 1 year or we will provide you with free one on one coaching to ensure you do!

*Participants must have completed the program & activities and implemented any action items that were produced as a result.

BE WISE BUSINESS ACADEMY

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bewiseacademy.ca

Visit the calendar on our website for upcoming program start dates.

