



CLEAR PATH LEARNING SESSION:

Setting Rules of the Game: Creating an Employee Policy Manual

Features	Benefits
Interactive and participative workshop	<ul style="list-style-type: none">• Holds your attention and results in higher retention• Opportunities to learn from each other's experiences
Instructor with extensive HR experience and knowledge of relevant legislation	<ul style="list-style-type: none">• Your questions answered confidently, based on real world examples
Presentation binder	<ul style="list-style-type: none">• Provides tool to refer to back on the job

Workshop Intent:

In this workshop, participants will learn how to construct an employee policy manual that is unique to their individual needs and will gain specific knowledge on what should be included. They will also gain valuable insights into recent legislative changes that should be addressed in any policy manual.

Instructor(s):

Anna Aceto-Guerin, CHRP

Intended Audience:

Business owners, HR professionals, supervisors, office administrators

Prerequisite(s): None

Learning Outcomes:

After completing this workshop a participant will be able to:

- Learn exactly what is required to create and implement an effective employee policy manual
- Understand importance of up-to-date legislation within your employee policy manual
- Recognize how to leverage an effective policy manual to improve employee performance

Benefits of the Training:

Some of the benefits of this training include:

- Improved knowledge and skills
- Increased confidence and organization during the implementation of a new employee policy manual

Format/Duration: Approximately 2.5 hours, including time for individual questions

Next Step: Visit www.clearpathemployer.com/training or call (519) 624-0800 to register