

Open Enrollment Fall 2022

Course Catalogue



Remote/Hybrid Workplace Series

Our working environments have been drastically impacted by the COVID-19 pandemic, resulting in many organizations rapidly implementing work from home arrangements for their teams. The number of employees without any experience or training in working remotely or in a hybrid environment can create challenges in productivity. This series is intended to equip employees and leaders who are now faced with working from home either temporarily or permanently with the skills needed to productively manage their day.

Who should attend?

This series is suitable for frontline employees and mid-to-senior level leaders who work in a remote or hybrid environment. Workshops can be enrolled in individually.

Effectively Managing Remote Employees

Session One - In person
September 23 | 9 am - 12 pm, CDT

Session Two - Virtual
October 19 | 9 am - 12 pm, CDT

Cost: \$399 / person

[Register](#)

Implementing Change for Supervisors

Session One - In person
September 29 | 1 pm - 4 pm, CDT

Session Two - Virtual
October 5 | 1 pm - 4 pm, CDT

Cost: \$399 / person

[Register](#)

Working From Home Effectively (webinar)

Session One - Virtual
September 21 | 10 am - 11:30 am, CDT

Session Two - Virtual
October 18 | 10 am - 11:30 am, CDT

Session Three - Virtual
November 9 | 10 am - 11:30 am, CDT

Cost: \$199 / person

[Register](#)

Pandemic Fatigue and Your Mental Health (webinar)

Session One - Virtual
October 23 | 1 pm - 2:30 pm CDT

Session Two - Virtual
November 15 | 1 pm - 2:30 pm CDT

Cost: \$199 / person

[Register](#)

For group pricing, please contact People First HR.

Register online at
peoplefirsthr.com

For more information
 info@peoplefirsthr.com
 204.940.3900

PEOPLE FIRST
HR SERVICES
A division of People Corporation

Leadership Fundamentals

Providing an environment that attracts, retains, and allows employees to work effectively towards organizational goals separates the most successful companies from all the rest. The modern leader faces an ever-evolving set of challenges, particularly in our 24/7 connected world. Some leaders are very task-oriented; they simply want to get things done. Others are very people-oriented; they want people to be happy. And others are a combination of the two. The best leaders are those who seek to maximize their skills to get the right work done while having a positive impact on the people around them.

Who should attend?

Though this series would be useful to any individual whose responsibilities include leading others, People First's approach to leadership development seeks to build the effectiveness of frontline and mid-level managers.

Customer Service Skills

Providing superior customer service in a highly competitive market is one of the most critical components of success. Ensuring customers feel valued and respected are key foundations to guarantee your customers come back — and bring their friends! In this workshop we will discuss the foundations of delivering superior customer service, and the tiers within.

Who should attend?

This workshop is suitable for all customer/client facing roles - frontline to mid-level management.

Respectful Workplace Training

This session will provide participants with information, resources, and strategies that support the creation and sustainment of a respectful workplace. Federal legislation and its impact on policies and practices for organizations in this jurisdiction will be covered.

Who should attend?

This course is suitable for business owners, managers, supervisors, people leaders, and employees. Workshops can be enrolled in individually.

Session One - Virtual

Six half-day sessions

Oct 31, Nov 7, Nov 15, Nov 21, Nov 28, and Dec 5

Session Two - In person

Three full day sessions

Nov 10, Nov 24, and Dec 8

Cost: \$1549 / person

[Register](#)

Session One - In person

October 4
9 am - 12 pm, CDT

Cost: \$399 / person

[Register](#)

Session One - Virtual

October 11
9 am - 11 am, CDT

Session Two - Virtual

November 29
9 am - 11 am, CDT

Cost: \$299 / person

[Register](#)

For group pricing, please contact People First HR.

Register online at
peoplefirsthr.com

For more information

 info@peoplefirsthr.com

 204.940.3900

PEOPLE FIRST
HR SERVICES
A division of People Corporation

Career Conversations

Career conversations can be used to help engage, retain, and develop employees.

This session will provide participants with an in-depth understanding of key career conversation elements, including:

- Clarification of roles and responsibilities
- Understanding change and transition in their career
- Introduction to non-traditional career development concepts
- Introduction to the career development process and what role the employee plays

Who should attend?

This course is suitable for people leaders interested in learning how to hold career conversations with their employees. Workshops can be enrolled in individually.

Session One - Virtual
September 29
1:30 - 3:00 pm, CDT

Session Two - Virtual
October 13
1:30 - 3:00 pm, CDT

Cost: \$199 / person

[Register](#)

For group pricing, please contact People First HR.

Register online at
peoplefirsthr.com

For more information
 info@peoplefirsthr.com
 204.940.3900

PEOPLE FIRST
HR SERVICES
A division of People Corporation