

**PEOPLE FIRST**  
HR SERVICES  
A division of People Corporation

# Open Enrollment Winter 2023

Course Catalogue



## Leadership Coaching® Skills

Built for leaders of all levels, Leadership Coaching Skills focuses on enhancing your coaching, communication, feedback, and change-leadership skills. These are skills you can use every day while communicating with staff, colleagues, and customers.

Leadership Coaching Skills makes a distinction between managing, mentoring, and coaching – and provides models, tools, and processes to confidently move between each of these important parts of being a leader in the workplace.

### Winter sessions:

#### Dates:

- January 25 and 26
- February 22 and 23
- March 22 and 23

#### Time:

8:00 am - 5:00 pm

#### Location:

People First HR  
1403 Kenaston Blvd, Winnipeg, MB

#### Cost:

\$1,350 +gst  
(lunch provided)

[Register](#)

## Effective Employee Onboarding

Onboarding is a vital part of welcoming new employees to your organization. A great onboarding program can support recruitment and retention efforts.

Gain a true sense of what employee onboarding is, understand the importance of a strong onboarding program, and learn what happens when companies don't make onboarding a priority.

Cost: \$199 / person

#### Session one:

Date: February 22

Time: 1:00 pm - 2:30 pm, CST

Location: Virtual

#### Session two:

Date: March 15

Time: 10:00 am - 11:30 am, CST

Location: Virtual

[Register](#)

*For group pricing, please contact People First HR.*

**Register online at**  
**peoplefirsthr.com**

**For more information**

 [info@peoplefirsthr.com](mailto:info@peoplefirsthr.com)

 204.940.3900

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## Performance Series

Being a manager is more than assigning work and managing schedules. The best managers coach their teams and support employees' growth within their organization.

Strengthen your leadership skills with this 3-part series. This series is ideal for current people leaders or those looking to move into a supervisor or manager position.

Individual course: \$399 each | Full series: \$899 / person  
(Save \$298 when you purchase this series as a bundle!)

[Register](#)

### Objective Setting

Objective setting is foundation to delivering strong results. In this course, you will learn how to align individual goals with corporate goals and strategic plans, how to establish SMART objectives, and how to define and set performance expectations.

Date: January 31

Time: 9:00 am - 12:00 pm, CST

Location: Virtual

Date: March 2

Time: 1:00 pm - 4:00 pm, CST

Location: People First HR

### Coaching for Performance

Objective setting is foundation to delivering strong results. In this course, you will learn how to align individual goals with corporate goals and strategic plans, how to establish SMART objectives, and how to define and set performance expectations.

Date: February 7

Time: 9:00 am - 12:00 pm, CST

Location: Virtual

Date: March 9

Time: 1:00 pm - 4:00 pm, CST

Location: People First HR

### Performance Reviews

Being prepared to deliver a performance review is critical to ensuring your team stays motivated and positioned for success. Sometimes, delivering performance reviews can feel time consuming and somewhat stressful.

Date: February 14

Time: 9:00 am - 12:00 pm, CST

Location: Virtual

Date: March 16

Time: 1:00 pm - 4:00 pm, CST

Location: People First HR

*For group pricing, please contact People First HR.*

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## Business Communication Series

Take your verbal and written communication to the next level with these business communication workshops.

Individual course: \$399 each | Full series: \$599 / person  
(Save \$199 when you purchase this series as a bundle!)

[Register](#)

### Effective verbal communication

In this interactive session, you will learn the foundations of verbal communication including active listening, tone and body language, and how it applies to day-to-day communication. We will also discuss strategies to keep meetings on track and maintain strong collaboration.

Date: February 9  
Time: 1:00 pm - 4:00 pm, CST  
Location: People First HR

Date: March 21  
Time: 9:00 am - 12:00 pm, CST  
Location: Virtual

### Effective written communication

Effective written communication is more than just spelling and grammar; it's about knowing how to capture your readers attention, conveying your message, and developing trust and integrity.

In this course we will explore best practices in developing strong written communication skills, overcoming barriers and creating clear concise messages with meaning.

Date: February 16  
Time: 1:00 pm - 4:00 pm, CST  
Location: People First HR

Date: March 28  
Time: 9:00 am - 12:00 pm, CST  
Location: Virtual

*For group pricing, please contact People First HR.*

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