

## EMPLOYER FACT SHEET

### GOAL

To enable cultural leaders from Indigenous, racialized and official language minority language communities to access and benefit from learning HR management practices through webinars and one-on-one mentorship; broaden their network and connectivity across Canada; and increase their senior management capacity.

### Your employee will:

- Be matched with an executive mentor who will challenge and champion your employee and assist them in turning their learning into action.
- Commit to attending in-depth webinars focused on leadership and HR management topics for one hour per month, over 8 months.
- Participate in a regional gathering of peers from their cohort as well as with leaders from previous years in a city nearest them to discuss current issues in leadership in Canada from their perspective.

**Estimated time commitment: 3-5 HOURS MONTHLY**

### T2L will equip your employee to:

- understand factors driving innovation and success in Canada's cultural sector
- identify key issues and challenges facing leaders in Canada's cultural sector today
- align their professional interests, capacities and skillset with future opportunities
- recognize how leadership skills impact the success of their career
- learn concrete skills that support their growth and development
- have one-on-one support from top-notch executives in the field
- have tools to lead their team, and work with partners and supporters
- identify concrete steps that they can take to build their capacity to lead

### Important dates:

<b>Application Deadline:</b>	<b>September 30, 2018</b>
<b>T2L Program Participants Selected:</b>	<b>November 1, 2018</b>
<b>T2L Mentorship Teams Announced:</b>	<b>December 1, 2018</b>
<b>T2L Program:</b>	<b>January 2019 – August 2019</b>
<b>Orientation:</b>	<b>December 7, 2018 at 12 P.M. EST</b>

*Please note that the above dates may change due to program changes.*

### WEBINAR TOPICS

#### 1. Welcome to T2L

This webinar will introduce the mentoring pairs to the program expectations and content.

2. **Set Your Organization up for Success: The Importance of Job Descriptions**

Did you know an improperly drafted job description can cause a decline in employee engagement and result in potential legal issues? This webinar will provide you with the essential tools for drafting sound job descriptions, to help you avoid legal trouble and set your employees and your organization up for success.

3. **A Crash Course in Recruitment: The Fundamentals of Hiring Right**

Hiring the right people is crucial to meeting your organizations objectives and the recruitment environment is changing fast! This webinar focuses on attracting top talent, best practices in the interview process, and how to hire the best person every time.

4. **Managing Performance to Maximize Your Workforce**

Managing performance is a critical component of employee engagement, as more and more employees have an expectation of regular feedback from their managers. This webinar focuses on the how to provide continuous feedback and support, how to deliver constructive criticism, the annual review, and rewarding your best people.

5. **Dealing with Challenge and Conflict in the Workplace**

Workplace conflicts can wreak havoc in terms of organizational culture and employee wellbeing. How do you deal with conflict? What are the best approaches to dealing with conflict? This webinar offers strategies to effectively handle workplace conflict, focusing on collaboration, communication skills, and dealing with difficult people.

6. **Change Management**

Being a successful change leader and manager requires a broad range of skills. You will need the business acumen to address the practical, organizational issues, while the human element of the equation will require well-developed people management and interpersonal skills. This webinar gives a broad overview of change management and introduces the basic skills required of a change leader.

7. **Learning & Development: Business Storytelling**

With so many elaborate methods of training available nowadays, why are more and more organizations looking to the ancient art of storytelling to assist learning?

As neuroscience unravels many of the mysteries of the brain, we are beginning to understand how we learn and retain information. Stories are powerful things. In the business world, stories help you communicate more effectively, build rapport with employees, and gain buy-in for your ideas. This webinar will review the basic structure of storytelling to enable you to create stories that engage and inspire your audience.

8. **HR Strategic Planning**

If you are asked to create an HR strategy or have decided that your current HR strategy requires refreshing, what do you do? Your approach will depend on the circumstances. The HR plan, to be truly strategic, needs to be in alignment with the overall business plan. In this webinar, we

offer an overview of how HR planning becomes an integral part of the planning and budgeting cycle of the organization.

#### 9. **Finance & Budgeting**

Creating an HR budget seems simple enough, but if you've ever had to do it, you know that it is harder than it sounds. Today's HR budget is multifaceted, and often the further you get into the planning, the more confusing it becomes. When you begin thinking about all of your organization's needs, any foreseeable needs, budget constraints, and what you would like to do, it can leave your head spinning. This webinar provides an overview of HR budgeting to help you broaden your understanding and what are the most common elements to consider, including developing staff on a limited budget.