



**Manitoba Child Care Association**



## **Human Resource Management Guide for Early Learning and Child Care Programs**

This guide is a “must have” for every child care centre board of directors that wants their organization to have current, professional, and effective human resource management practices. It will save the Executive Director hours of time trying to figure out job descriptions, develop contracts, write personnel policies, understand and interpret Employment Standards legislation and much more. This is not a “home-made” resource. The Manitoba Child Care Association contracted with experts to ensure all chapters are current to legislation, research based, and relevant to early learning and child care. The Executive Director and ECE job descriptions were mapped and aligned with the most recent Child Care Human Resource Sector Council Occupational Standards for Child Care Administrator (2012) and Early Childhood Educator (2010).

### **Introducing our newest chapter of the guide: Chapter 16 - Succession Management Planning**

This chapter provides a collection of guidelines and templates to help Directors develop an effective business continuity plan to ensure consistency in operations in a situation when they are on an extended leave, vacation, or transitioning into a new role. This chapter can be purchased for those who have purchased a full guide (all 15 chapters). Once you submit your order form to purchase, we will mail your hard copy of the chapter with the tab and email you the appendixes for you to save on your HRMG jump drive.

#### **Chapter 16**

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