



## **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 and Board of Directors 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 2021 Edition includes the addition of two new chapters and revisions and updates to all existing chapters.

### **The Human Resource Management Guide for Early Learning and Child Care Program, includes the following chapters:**

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|--------------------------------------|--|
| 1. The Hiring Process                | 10. Workplace Safety & Health          |
| 2. Employee Contracts                | 11. Compensation                       |
| 3. Job Descriptions                  | 12. Working in a Unionized Environment |
| 4. Employee Orientation              | 13. Diversity at Work                  |
| 5. Employee Policy Manual            | 14. Progressive Discipline             |
| 6. Performance Management            | 15. Employment Terminations            |
| 7. Performance Reviews               | 16. Employee Resignations              |
| 8. Child Abuse: Handling Allegations | 17. The Basics of Board Governance     |
| 9. Professional Development          | 18. Succession Management Planning     |

A jump drive will be included (complete guide purchase) with all sample forms that will allow you to customize for your own needs.

### **Complete Guide**

<b>MCCA member:</b>	<b>\$250.00</b>	<b>MCCA member:</b>	<b>\$400.00</b>
<i>(owner of a previous guide)</i>		<b>Non-members:</b>	<b>\$800.00</b>

*Shipping and Handling add \$15 (city) to the total or  I will pick up from MCCA outside of the city call for the postage rate.*

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