

N PeoplewoHRks VILT

An invitation to new leaders!

This course offering is required for all new leaders to gain a better understanding of the various HR processes across the organization as well as tools and resources available. Existing leaders may also attend as a refresher. There are monthly offerings in the Greater Winston market and the Greater Charlotte market with offerings as needed in the Northern Virginia market and Eastern market.

Who should attend?

New and promoted leaders; existing leaders may attend as a refresher.

Prerequisite required: Please complete **z4214 PeoplewoHRks Jumpstart** as a prerequisite for this course.

Webinar date and time

Tuesday, January 19, 9 a.m. to noon

This course has been converted to a virtual format due to COVID-19. Please enroll in the class through I-Learn. You will access the webinar via your I-Learn transcript by locating the class and clicking on "Launch."

Register through I-Learn by browsing for: **CEL0024 PeoplewoHRks VILT**. After registering, you will receive a confirmation email with details for the class.



Objectives

After successfully completing this class, you will be able to:

- Describe the Novant Health human resources departmental structure and tools/resources
- Explain the hiring and transfer process for team members
- Identify strategies and tactics surrounding team member engagement and retention
- Use API to appropriately manage team members' time and attendance
- Apply the provided tools to effectively manage team member performance