

SPECTRUM HR AND SAFETY – HR.1

COURSE OUTLINE	<p>This course includes training on all elements of the Spectrum HR. Including management of Employees, Benefits, Incidents, Certificates, Training as well as Job Openings and Applicant tracking.</p> <p>This course is ideal for users that are new to Spectrum and will operate in the capacity of PR Manager, HR Manager, HR clerk, Controller, CFO, Senior Accountant, General Accountant.</p> <p>Each student will be working along the instructor on their own computer gaining valuable hands on training. At completion of each topic, student will be provided examples to work through at their own pace assisted by the instructor.</p> <p>At the end of each day each student will be provided an assignment with requirement to provide the instructor with output from the software to showcase their ability to complete the assignment. At successful completion the student will receive a certificate of completion signed by the instructor.</p>	
LOCATION	Client Site	Training can be facilitated on site provided client can provide a suitable room.
	Construction Context Training Lab	Training can be facilitated in a training lab at construction context office in Calgary.
FACILITATOR	Cameron Way	Cameron brings a wealth of experience with several years working in Construction Administration followed by 4 years as a Spectrum Software Trainer.
	Jeff Kearns	Jeff has over 15 years of relevant experience from working directly in the construction industry as an administrator and project manager. The last 10 years Jeff has focused on providing software training to construction companies.
COURSE CAPACITY	To provide the highest level of training for each student we recommend no more than 6 participants per session. This small classroom setting ensures that every student will get the attention they require based on their individual baseline.	
HOURS OF INSTUCTION	7 HOURS	
PRICE	\$450.00 + GST per student	

	TIME	TOPIC
HR & SAFETY	DAY 1	
	8.30am - Noon	- Introduction and Navigation
		- Employee Management
		- HR administration
		- Benefits
	1pm – 4.30pm	- Tracking Incidents
		- Tracking Courses
		- Tracing Certificates
		- Time off
		- Job Openings and Applicant tracking
- Complete individual assignment to evaluate student progress		