



## Workshop

### Recruiting and Retaining Motivated Staff

Successfully hiring and keeping good staff can seem out of reach to non-profit organizations, and small businesses, which may offer lower wages and fewer benefits than larger for-profit companies. This workshop explores ways that non-profits and SMEs can creatively and economically recruit and retain employees.

Participants will learn how to:

- Write job descriptions, prepare interview questions and conduct reference checks.
- Find new sources of potential employees.
- Use the most important HR forms and policies.
- Implement non-monetary rewards and benefits.
- Foster an environment to retain staff.

October 22, 2018 - 9am to 4pm

Amherst Wandlyn Meeting & Convention Center  
1539, South Hampton Road, Amherst, NS

<https://recruiting-and-retaining-amherst.eventbrite.ca>

October 23, 2018 - 9am to 4pm

Civic Centre, 606 Reeves Street, Port Hawkesbury, NS

<https://recruiting-and-retaining-port-hawkesbury.eventbrite.ca>

October 25, 2018 - 9am to 4pm

Comfort Hotel Bayer's Lake, 88 Chain Lake Drive, Halifax, NS

<https://recruiting-and-retaining-halifax.eventbrite.ca>

October 26, 2018 - 9am to 4pm

Days Inn & Conference Center, 50 North Street, Bridgewater, NS

<https://recruiting-and-retaining-bridgewater.eventbrite.ca>

**Register online by October 15, 2018**

Password for registration: LearnSphere

Cost: Free for NS Works Staff, Board Members & those invited by ACOA NS

**Facilitator: Michèle C. Brideau**

Questions? Call toll-free: 1-877-644-2267

Or email : [info@learnsphere.ca](mailto:info@learnsphere.ca)