



HR EDUCATION FOR SMALL BUSINESSES

As a small business owner, managing your budget while staying productive is essential. To help you cut operational costs without sacrificing quality, we've put together a list of free tools to streamline your processes.

Whether you're just starting or enhancing your current operations, these tools provide valuable solutions for your business needs. Our goal is to support your growth while keeping expenses low.

Free Online HR Resources

[AIHR](#)

An online platform offering comprehensive HR training and certifications.

[BDC HR Tools](#)

Access templates, guides, and expert advice for your recruitment needs.

[CFIB Resources](#)

Specialized business resources to help you navigate the daily challenges of running your business.

[ConnectsUS HR Toolkit](#)

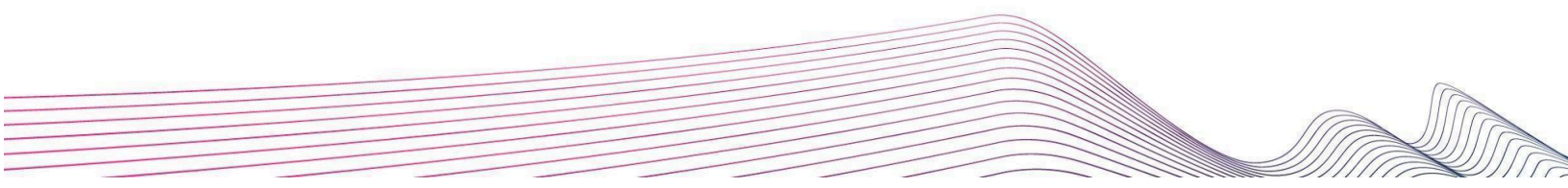
Provides customizable HR templates and tools specific to small businesses.

[CPHR Resources](#)

Propels the HR profession forward by supporting its members with education and advocacy.

[Go2HR](#)

Focuses on HR resources for various industries in BC.





Key Legal Frameworks

Recruitment, termination, and other HR practices are governed by legal frameworks that protect both employers and employees. To ensure compliance, consult the relevant legal guidelines or seek advice from certified HR professionals or employment lawyers when necessary.

1. [Canadian Charter of Rights & Freedoms](#)

- Protects against discrimination based on race, national or ethnic origin, color, religion, sex, age, or mental or physical disability.
- Ensure your hiring process and job postings reflect these protections.

2. [BC Human Rights Act](#)

- Prohibits discriminatory hiring practices in BC.
- Employers must be aware of protected grounds and take steps to avoid discrimination during recruitment.

3. [Employment Standards](#)

- Minimum standards for wages, hours, overtime, vacation pay, and notice periods. Be sure your offers align with these legal requirements.

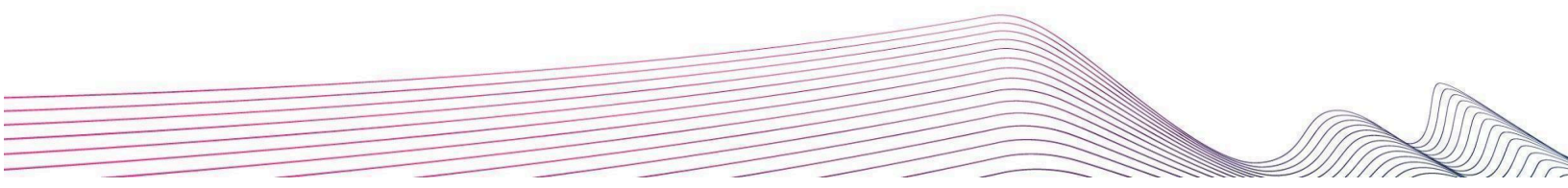
4. [Occupational Health and Safety \(OHS\)](#)

- Ensure a safe workplace environment for all employees, with appropriate safety measures and protocols in place.

Education & Training Options

Local institutions offer a variety of courses and programs that cover the basics of human resource management. Below is a short list for employers who may be interested in growing their knowledge in this area:

- **SFU:** Online HR Certificate Program offering courses in HR fundamentals
- **BCIT:** Human Resource Management [statement of completion](#) or [part-time certificate](#)
- **VCC:** [Foundations of Human Resource Management](#)





Newsletters

Subscribing to HR newsletters can help you stay informed on key updates, legal changes, and expert tips. It's a quick way to stay ahead, improve management, and avoid costly mistakes.

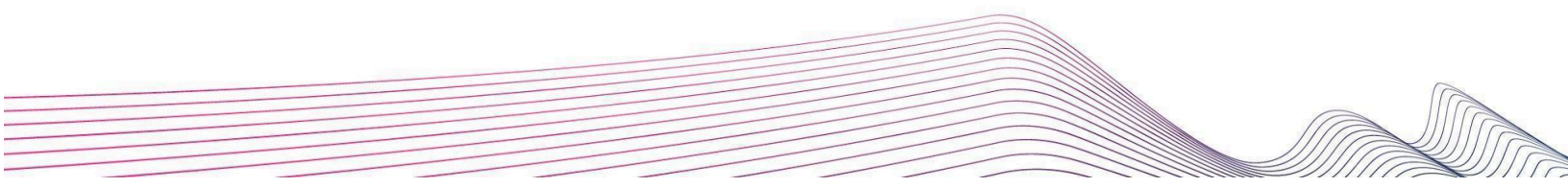
Below are some newsletters worth subscribing to:

- [BC's Alliance of Beverage Licensees](#)
- [PeopleTalk online by CPHR](#)
- [Rubin Thomlinson Insights](#) (legal insights)
- [Canadian HR Reporter](#)
- [Harvard Business Review Newsletter](#)
- [HR Insider Newsletter](#)

Consultants

For businesses that require specialized HR expertise, hiring a consultant can be a cost-effective way to manage HR without needing a full-time staff member. Consultants can assist with recruitment, policy development, and compliance.

Find a certified Human Resource professional by visiting CPHR BC's [HR Consultant Directory](#). You can refine your search by area of expertise and region to ensure you're connecting with consultants who are the best match.





Industry Memberships

Joining relevant industry associations can provide access to HR tools, training, and discounted services. These organizations often offer free or paid memberships depending on your needs. Below are some examples to help get you started:

[ABLE BC](#)

Association of Beverage Licensees in BC, offering industry-specific HR tools and membership discounts.

[Local Chamber of Commerce](#)

Explore how your local chamber or board can support you and your business with the help of specialized collaborators and leaders driving positive change in their communities.

[CFIB HR Toolkit](#)

Resources for Ontario-based small businesses, including templates and HR advice.

Acknowledgements

This resource was developed with the support of Sherrie Little, Owner, Bear Human Resource Services, Qurena Hallett, Human Resources Manager, Peace Country Rentals & Sales Inc., Zena Merali, Principal, ZenMer Consulting and Rachel Wehrmann Title, Company.

