

HUMAN RESOURCES MANAGEMENT



**INTERNATIONAL TRAINING CALENDAR FOR LILONGWE, MALAWI
7-11 AUG 2017
5 DAYS TRAINING COURSE**

Africa Institute for Capacity Development
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COURSE OVERVIEW

It is often commented that the key asset to any business is its employees. The management of the human resource is therefore a central aspect to business worldwide and it is not surprising that the career opportunities for Human Resource Managers are extensive and varied in the public and private sectors of the world. The course aims to develop practitioners who are capable of making an immediate and effective contribution to the HR function within the organization that employs them.

COURSE OBJECTIVES

Upon successful completion of this course the participants should be able to:

- Relate the HR function to organizational objectives
- Carry out employee selection process and be able to select high performers
- Perform results based performance management
- Carry out gap analysis with a view to developing employees
- Hire, fire and discipline employees in a legally just manner
- Identify a potential problem area in the management of people.
- Demonstrate the skill of delegating authority.

TARGET GROUP

- Directors
- Human Resource Managers and Officers
- Staff Welfare Officers
- Employee Development Officers
- Training Officers
- Administrative Officers
- Departmental heads
- Training and HR Officers

COURSE OUTLINE

- Institutional Management skills
- Human Resource Strategy and Organization
- Development of Human Resource Management
- Understanding the workplace
- HRM functions and activities
- The individual and the organization
- Job Analysis and Job Design
- Labour Market and Human Resource Planning
- HR Planning and Recruitment
- Sources of recruitment- Internal and External
- Recruitment procedures and guides
- Strategizing, Structuring and Planning
- Collective Bargaining and Employee Relations
- Employee Vs Employer relations
- Employee misconduct
- Discipline and Disciplinary Action
- Training and developing employees
- Employee Training and Development
 - Designing training plans
 - Knowledge Management
 - Training and Development strategies
 - Performance measurement system
 - Reward Management
 - Appraising and Managing Work Performance
 - Competency Models
 - Understanding performance and productivity
 - Institutional management and leadership development
- HRM functions and activities
- Attributes and dynamics of Individuals
- Organisation dynamics and HRM
- Strategic Approach to HRM
- Human Resource Development as an interventionary process
- Formulating Strategies for HRM
- Job description
- Results Based performance management
- Application of Balanced Scorecard in Performance Management
- Performance management
- Performance-planning meeting
- Process for providing feedback
- Coaching employees

- Appraising employee's performance
- Performance appraisal process
- Prepare for an appraisal discussion
- Respond to and resolve conflict
- Performance improvements
- Plan performance improvements
- Health and safety at work

FEE STRUCTURE:

The fees is \$1,250 per foreign participant and K250, 000 for local participant covers tuition, refreshments, lunch and learning materials and Samsung tablet. If you register 5 people, you will get the sixth one free. Upon successful completion of the seminars, the delegates will be awarded Certificate of Completion. Please take note that the organizers do not foot accommodation and travel expenses and other related costs. Please take note that local participants may incur extra costs for Samsung tablet. Please email info@aicdtraining.com.

Need help?

For further assistance, contact our Customer Care team at: info@aicdtraining.com or admission@aicdtraining.com, or visit our website <https://aicdtraining.com>

REGISTRATION FORM



SUSTAINABLE HUMAN CAPITAL FOR THE FUTURE

AFRICA INSTITUTE FOR CAPACITY DEVELOPMENT (AICD)

APPLICATION/NOMINATION FORM

Organisation

Department

Email address

Phone number

Postal address

Course Title

Attendance Month

Preferred venue

Delegate	Surname	First Name	Position	Email
1				
2				
3				
4				
5				
6				

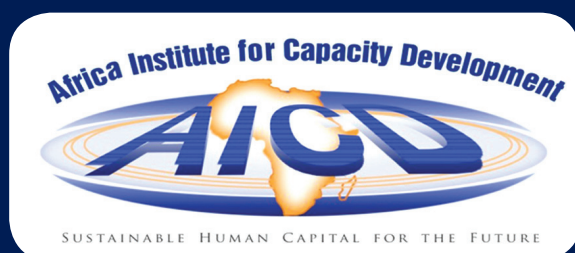
Expected Benefits from participation

Authorised Signature

Position

Date





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