



EFFECTIVE HUMAN RESOURCE MANAGEMENT SEMINAR

Theme: *Sustaining the HR Function amidst Current Challenges*



Date: Wednesday, 16th September, 2020

Time: 8:00am – 5:00pm

Venue: Radisson Blue Hotel, Aberdeen, Freetown

Cost of Participation: Please read page 5 of this Brochure

Registration Deadline: 11th September, 2020

Discounts: 10% discount for 6 or more delegates

Organisers: African Consulting Group and African Training Institute

WHO SHOULD ATTEND

Effective Human Resources Management Seminar is a one-day training program specifically designed for Senior Human Resources Officers (SHROs); HR Directors; HR Officers; Assistant HR Managers; HR Consultants; Labour Law Compliance Officers; Directors of HR Planning & Analysis; HR Strategists; HR Analysts; HR Supervisors and HR Officers of Government Ministries; Managers and Directors in senior management positions in public and private companies, public institutions, NGOs and private firms operating in Sierra Leone.

www.africanconsultingcorp.com/hrseminar

Effective Human Resources Management Seminar

Background of the Seminar

The world of work is changing and HR has to change to meet the requirements of the new reality. The role of HR is no longer functional it has become transformational. HR has to become a brand builder and a leader. The processes provided by HR have to reflect the way society is changing. As an example regular coaching and feedback have replaced the old idea of performance being managed by one yearly appraisal.

Secondly, the role of the manager is changing. The old idea that a manager is the source of knowledge and authority has been replaced by ideas such as employee empowerment and involvement. This introduces arrangements that allow organisations to pass responsibility down to employees, letting them make their own decisions and contributing to the organisation's success. Managers, Supervisors and Team Leaders have to develop soft skills and competencies and know how to handle people effectively especially during periods of change.

In the old world, HR recruited through agencies or advertisements and relied upon interview techniques such as panel interviews without any regard for the need to make the process two-way. In the new world, everyone knows through social media what it is like to work for your company or organisation. This means that HR professionals have to be brand builders as well as ensuring that the organisation has a positive and inspiring work environment.

Course Description

This exciting new programme/seminar creates an opportunity for delegates to learn all about effective HR Administration. Delegates will learn about the processes involved, the systems used and the skills needed to be successful in this role. They will explore numerous personnel activities ranging from a recruitment interview through training administration to performance appraisals, discovering the skills required and the role of the HR Administrator along the way.

Delegates will gain insight into the work of the HR Department. You will learn the about the latest methods that HR professionals utilise today for building a high performance organisation. They will then feel comfortable working in an HR Department having had a big-picture overview of the department's main activities and methods of working.

Learning Objectives of the Seminar

As a unique learning opportunity for continue education for HR Officers and Directors and other HR professionals, the Effective HR Management Seminar will enable participants to:

- Describe the work and structure of a modern personnel (HR) department.
- State why accurate and accessible HR records are essential.
- Describe the steps involved in a recruitment campaign.
- State the HR requirements for the induction of a new employee.
- Describe the uses of different selection and recruitment tools.
- Help to plan and administer performance appraisals.
- State the benefits of having an HR Strategy and long term HR Plan.

Strategic Objectives

By the end of this ACG training seminar, participants will be able to:

- Identify the trends that are changing the role of HR and the world of work
- Describe the role or purpose of the HR function and the contribution the HR function makes to improving productivity and engagement
- Explain the key principles and practices involved in
 - HR Strategy
 - Recruitment and Selection
 - Induction
 - Retention
 - Employee Relations
- Apply an effective performance management process
- Understand and use competencies for recruitment and performance management
- Know how to handle conflict and disagreement
- Apply some of the key personal skills needed to succeed in HR

This ACG training seminar will highlight

- The Building Blocks to create an Effective HR Function
- Developing the Function to match changes in Society
- Developing the Role of HR and the Role of the Manager
- Processes for
 - Handling Change
 - Recruitment
 - Handling Performance Issues
 - Improving Commitment and Productivity
- The Application of the Theory of the Psychological Contract (*how to get the best from the workforce*)

Training Methodology

The training methodology used is designed to encourage maximum participation by all delegates. The presenter will suggest ideas and theories to the delegates and then encourage them to test out the ideas by the use of discussion, small group work, exercises and feedback. Each day of this ACG Effective Human Resource Management training seminar will end by delegates completing their own record of what has been learned on the day and considering how the ideas might be transferred back to the workplace.

Organisational Impact

The purpose of this ACG Effective Human Resource Management training seminar from an organisation's point of view is to develop an effective approach to Human Resource Management. As a result, an organisation which applies these ideas will:

- Know how to get the best from their greatest asset – their workforce
 - Know how to handle change effectively from an HR point of view
 - Know how to increase productivity
 - Know how to improve morale
 - Know how to improve motivation
 - Have an HR function which closely and in a mutually supportive way with the full line management team including Supervisors and Team Leaders
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Personal Impact

As a result of attending this ACG training seminar, delegates will:

- Be effective in a range of circumstances encountered by HR professionals
- Be confident in their approach to HR management
- Be confident in their dealing with line managers, Supervisors and Team Leaders
- Know how an effective HR function is structured
- Know how to handle a range of employee relations issues
- Be able to define a clear purpose and role for the HR function and to develop and implement an HR strategy

Who Should Attend?

This ACG training seminar is intended for:

- Managers or Supervisors acquiring responsibility for the HR or Personnel Function
- HR or Personnel Generalists
- Specialists returning to, or moving to, a generalist role
- Established HR Professionals wishing to obtain new ideas
- Newly appointed HR professionals
- Managers or Supervisors or Team Leaders who wish to improve their knowledge of professional HR

Seminar Outline

SESSION 1

HR as Part of the Business

It is essential for an HR department to be a strategic influence over the business not an administrative function. This means that an HR professional must be aware of the needs of the business. This in turn requires an understanding of the socio-economic issues in your market place.

- Understanding the Context
- Establishing the Socio-Economic Developments
- Creating an HR Department that lives the organisation's brand values and HR and Culture
- Change Management Practices – changing the shape of the change curve
- Dealing with Bad News
- Business Awareness for HR Professionals

SESSION 2

The Component Parts of the HR Function

Establishing the expectations of the line management team. Finding the balance between the contribution made by line management and that made by HR. Creating an effective role for HR in the key functional areas.

- Recruitment and Selection – addressing the realities of the world of social media
- Building a Recruitment Process that ensures an organisation can attract the best talent
- Asking Competency - Based Questions
- Matching Induction to Recruitment
- The Role of the Employee Relations Function within HR
- Handling Disciplinary and Grievance Issues

SESSION 3

Refinements

Creating the Practices that develop the contribution of the HR function. Developing the policies to support best practice. Making it happen for real.

- Making the Links to Precedent

- The HR Department and Labour Law
- Developing Employee Relations Policy to respond to Socio-economic Conditions
- Understanding Equality Diversity and Discrimination
- Case Studies and Policy Implications
- How to Design and Implement a Performance Management System that Impacts on the Whole Organisation

SESSION 4

The Psychological Contract

Creating the conditions in which all employees can give their best. Finding the balance between employee's rights and obligations. Understanding ambition; the need for career planning and personal development.

- Becoming an Employer of Choice - Building the Employer Brand
- Employee Engagement and Involvement
- Positive Employee Conversations
- Identifying the Key Players
- Succession Planning and Matching Performance with Potential
- Developing a Continuous Learning Culture

SESSION 5

The Way Forward

Moving forward into the new roles for HR professionals. Developing the role of the manager. Changing the nature of HR to reflect the new reality.

- Understanding Motivation and Avoiding a Simplistic Approach
- Where Pay and Reward Fit with Motivation
- The Messages for Leaders
- Evolution of HR from Tactical to Strategic
- Employee Relationship Management
- The Personal Skills needed for the New Roles
- Influencing Skills
- Managing Conflict
- Assertiveness

Agenda at a Glance

This one day event will run as follows:

- 0800-0830 – Networking and Registration
- 0900-1030 – Session One
- 1030-1100 – Morning Tea
- 1100-1230 – Session Two
- 1230-1330 – Lunch Break
- 1330-1500 – Session Three
- 1500-1530 – Afternoon Tea
- 1530-1700 – Q & A Session

Trainers and Speakers' Profile

Speakers for the Seminar are leading experts and professionals in the field of HR, public administration and management, public and corporate affairs, regulatory reforms and enforcement. Also, key business leaders such as Board Chairmen and senior executives and professionals from both public and private sectors, including business and management consultants will be invited to address delegates and participants at the event.

Eligibility

The Programme is designed for current HR practitioners and aspiring HR managers; next generation HR leaders, high potential HR managers and other senior HR executives with strategic and HR responsibilities. Applicants to the HR Management Seminar should meet the following criteria:

- A university degree, diploma or qualification in any discipline
- Good command of English
- At least three years of full-time work experience in HR management role
- Endorsement by your current employer of your participation in the programme is strongly encouraged

Delegates Registration and Participation Costs

Delegates Registration from MDAs, NGOs and corporates cover tax. However, registration excludes insurance, bank charges, travel and accommodation expenses for foreign delegates. For more on programme, please contact: Mrs. Jeneba Jalloh-Sesay at info@africanconsultingcorp.com.

Pricing Structure and Costs

The pricing structure of the Seminar for both public and private sector delegates includes:

- ✓ Company/Corporate Entity: Le 2,000,000.00 per person
- ✓ Public Institution or Agency: Le2,000,000.00 per person
- ✓ Non-profit/NGO, Academia: Le2,000,000.00 per person

Discount on Delegates Registration

There is a 10% discount delegation registration for six or more delegates from the same institution.

Payments can be made either by bank transfer or cheque in the name of **African Consulting Ltd**. For registration and enquiries, please email us at info@africanconsultingcorp.com.

Delegate package and Entitlement includes:

- ✓ Access to all registered program sessions;
- ✓ Access to course materials, including bags, brochures, note pads, pens, name tags, etc.;
- ✓ Access to participation certificate and gifts;
- ✓ Access to photos free of charge (post event);
- ✓ Access to interactive networking sessions;
- ✓ Access to networking lunch and refreshment, including two tea/coffee breaks;
- ✓ Access to speaker presentations – post-event (pending speaker approval).

Participants' Certification

At the end of this year's event, all registered delegates or participants will receive an **"Attendance Certificate"** testifying that they participated in the Effective HR Management Seminar 2020.

Conference Documentation

If you cannot make it to the conference, you can still access all presentations delivered throughout the conference day for just Le1,000,000, post event. Contact us on 078-415-579 for further details.

Note:

- Fees includes all course instruction and course materials, refreshments, lunch, and networking dinner at the start of the programme.
- The seminar will be conducted at the Radisson Hotel in Aberdeen, Freetown.
- Certificate of Achievement will be awarded upon successful completion of the workshop.

Cancellation policy

Full payment must be made prior to the programme. Registered participants will be liable for the full fee even in the event the Seminar is cancelled.

Upon receipt of registration, any request for cancellation or a replacement must be confirmed in writing at least (7) working days before the programme and subject to ACG's Academy's approval. A 10% administrative fee will be imposed for any cancellation or deferment received less than (5) working days before the seminar.

ACG reserves the right to amend, postpone or cancel the programme due to unforeseen circumstances.

Please view full terms and conditions online at www.africanconsultingcorp.com/cancellation

How to apply

Applications to the Effective HR Management Seminar are now open until Friday, 11th September.

To register your delegation or participants, kindly complete the attached registration form and mail it to us together with your complete payment (cash or check) for the required number of delegates or participants.

Contact us at:

African Consulting Ltd.
14 King Street, Congo Cross, Freetown
Tel: 078-415-579 / 076-149-635
Email: info@africanconsultingcorp.com