

HUMAN CAPITAL ASSOCIATES

(SKILLS & ORGANIZATION DEVELOPMENT CONSULTANTS)

FUNDAMENTALS OF HUMAN RESOURCES MANAGEMENT WORKSHOP

March 19 - 20, 2018

Lagos, Abuja & PortHarcourt

Also Available For In-plant Training

Note: You can register or download our 2018 calendar online @ www.humancapitalassociatesng.com

Program Overview:

This program is designed to prepare people new in the HR functions to make a smooth transition into their roles. Participants will be grounded in the basic HR activities of attracting; engaging, developing and managing employee expectations to enable them contribute their best to the organization. Participants will also learn the administrative support functions in HR setting.

FOR WHOM:

Management trainees, Employees deployed from line functions to HR, Administration officers and Office managers.

LEARNING OBJECTIVES:

At the end of the program, participants will be able to;

- appreciate the roles and responsibilities of HR functions in business management
- align with operational staff managers to help handle their day to day HR related issues.
- assist in collating and applying the HR metrics
- appreciate the Nigerian Labour laws and apply same to managing the contract of employment

COURSE CONTENTS

- * Importance and definition of human resource
- * HR function: Past, Present, future
- * HR department roles & responsibilities
- * HR partner model
- * HR value proposition
- * Employee life cycle
- * Manpower planning
- * Recruitment and selection
- * Training and development
- * Target setting and performance appraisal
- * Benefits and reward system
- * Employee engagement
- * Laws of contract of employment
- * Grievance handling, counseling, and disciplinary procedures.
- * Introduction to industrial relations
- * Staff handbook as HR tool
- * Important HR metrics and it's application

RESOURCE PERSONS

E. N. Fofah - M.Sc (Ind./Per. Mgt.), MNIM MCIPM -

An experienced human resource manager with over two decades of post-graduation experience. Mr. Fofah worked with Cadbury Nig. Plc, Centre for management development (CMD) and Alan Dick West Africa Ltd. He will lead others to share their experiences on this program.

Moroof Ajiroba - ACIPM, ACA, MBA, A versatile manager, with considerable experience in the field of Finance and Human Resource Management. He has worked as head of finance and admin in many companies that cut across Service Finance and Manufacturing sectors. He has lead team of season professionals to establish Job evaluation and Personnel Policy for companies at various level. As a consultant he has equally written as well as supervise review of Employee Hand Book for companies parastatals and agencies. He is a faculty member of Human Capital Associates, he will bring his experience to bear on this programme.

WORKSHOP FEE:

N70,000 per participant, VAT=N3,500

Note: this covers Workshop Fee, Full Break fast, Lunch, course materials and certificate of attendance.

Payment should be made in favour of Human Capital Associates.

Payment can equally be made into our Accounts:

Account Name : Human Capital Associates

Keystone Bank Ltd. Account No:1005378262

Union Bank Of Nig. Plc. Account No: 0006208533

LOCATIONS

- 1 - HCA Learning Centre.
Acme House 2nd Floor,
23, Acme Road, Ogba, Ikeja, Lagos
March 19 - 20, 2018,
- 2 - Royal Tropicana Hotel, Abuja
March 19 - 20, 2018,
- 3 - MAAS Central Hotel. P/H
March 19 - 20, 2018,
- Open Course Fee:N70,000
In-plant Fee Negotiable

FOR BOOKING/INQUIRIES:

Please Contact:

Office Lines:0814-574-5664

0811-749-1970

Otunba: 0806-622-3343

Philip: 0802-917-0491

0806-893-3608

0805-136-5946

Note: Human Capital Associates reserves the right to alter dates, content, venue and trainer:

Human Capital Associates : Acme House 2nd Floor, 23 Acme Road, Ogba, Ikeja - Lagos

Abuja Corporate Office Suite: 6, Shalom Plaza, Gudu District. Abuja, Nigeria.

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Office Lines : 234-8117491970, 234-8145745664 , Other Lines: 08029170491, 08068933608, 08051365946

Note: Please confirm participation in writing or call Human Capital Associates lines for reservation.

Programme commences 9:00a.m.each day with Breakfast

...BRIDGING THE GAP BETWEEN THEORY & PRACTICE

Member Nigeria Institute for Training & Development

Member Oil & Gas Trainers Association of Nigeria