



OUTRIVAL HR SOLUTIONS, PRESENTS

HR FOR NON HR MANAGERS



DATES: 18th to 20th April 2018

VENUE: Sarova, Whitesands, Mombasa

AMOUNT: Kshs. 69,600/-
(VAT INCLUSIVE)

RSVP:

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Tel: 0721 622 569

INTRODUCTION

In today's fast-moving world, Managers and Supervisors are expected to deal with Human Resource issues. Non HR Managers have varying degrees of involvement in HR related activities and it is critical that they understand, and operate within best practice and comply with set legislations. This three-day workshop will introduce Managers to Human Resource concepts that are necessary for their effective operations.

OBJECTIVES

At the end of the training, the participants should be able to:

- Identify current issues in the human resource field and the changing role of supervisors and managers in terms of HR functions
- Understand the legal obligations of employers and rights of employees
- Identify how HR contribute to organisational success
- Demonstrate when to consult with HR as a Line Manager
- Identify the importance of employee engagement and managing the 'psychological contract'
- Identify means of establishing employee performance standards and subsequently monitor and review that performance

KEY AREAS OF FOCUS

- Introduction to Human Resource Management
- Importance of HR in an organisation
- Key Functions of HR in an organisation
- Role of a Manager/Supervisor in the above HR Functions
- Managing Diverse workforce
- Discipline management
- Coaching for effective performance
- HR Legal Compliance in an Organisation





Training Registration Form

DELEGATE NAME	JOB TITLE	EMAIL ADDRESS	TELEPHONE NO.

Company Sponsored? Yes No.
 (tick where applicable)

ORGANIZATION: _____

POSTAL ADDRESS: _____ TEL. NO _____

Training fee: Kshs 69,600/- (VAT inclusive)
 Kindly note the fee includes: (Course materials, certificate, lunch and refreshments only).

REGISTRATION NOTES:
 Complete and email this form to judith@outrivalhr.com, cellphone: +254 722 150 272, on receipt of completed registration form, an invoice with payment details will be forwarded to you. All fees MUST be paid in full on or before the training.

AUTHORISATION
 Signatory must be authorized to sign on behalf of the contracting organization. Herewith I confirm that all given information correct and confirm that I have read and understand all conditions above.

Signed on / /2018

Signed

Company Stamp: