

**INSTITUTE OF HUMAN RESOURCE MANAGEMENT PRACTITIONERS (GHANA)
2017 CONTINUING PROFESSIONAL EDUCATION PROGRAMMES**

In line with its cardinal objective of advancing the practice of human resource management in Ghana, the Institute shall deliver the following hands-on training programmes for practitioners and non-practitioners.

Course No.	Course Title	Course Objectives: At the end of the programme, participants will be able to:	*Date	Course Fee GHc
CPE 01	Designing & Implementing A Performance Management System	<ul style="list-style-type: none"> ➤ Apply a process model when introducing PMS in their organizations. ➤ Apply a systems model when analyzing the readiness of their organizations for performance management system implementation. ➤ Utilize mandatory competencies when facilitating PMS training sessions for their organizations. 	February 1-3	Full Member: 750 Corporate Member: 750 Student Member: 650 Affiliate Member: 700 Others: 850
CPE 02	Compensation And Total Rewards	<ul style="list-style-type: none"> ➤ Understand Compensation Philosophy and Salary Administration system ➤ Understand and use basic compensation concepts and principles ➤ Implement high quality standards in salary administration programs ➤ use Salary Survey Techniques ➤ Implement Pay for Performance System. 	April 12-14	Full Member: 750 Corporate Member: 750 Student Member: 650 Affiliate Member: 700 Others: 850

Call 030 2 767413/0269220210 or send an email to: officemanager@humanresource.org.gh for registration and enquiries.

*Kindly note: Dates and fees are subject to change

Course No.	Course Title	Course Objectives: At the end of the programme, participants will be able to:	*Date	Course Fee GHc
CPE 03	Change Management: A Key To Competitive And Sustainable Business	<ul style="list-style-type: none"> ➤ Apply Change management in a Business transformation or Improvement Project to avoid failure ➤ understand the Change Acceleration Process(CAP) and the associated tools and techniques ➤ Develop a change plan with clear project actions. ➤ To increase the effectiveness of the organisational change efforts they are involved in or about to initiate. ➤ To coach groups or enterprises to apply CAP to real change or transformation initiatives. ➤ Eliminate ad hoc or unstructured approach to implement change or transitions to ensure success. 	May 11-12	Full Member: 650 Corporate Member: 650 Student member : 550 Affiliate Member: 600 Others: 750
CPE 04	Employee Engagement for High Performance	<ul style="list-style-type: none"> ➤ Develop Goals and Measures for measurable change in employee engagement; ➤ Develop structured responses to complex contextual Factors and Trends affecting Employee Engagement; ➤ Deploy appropriate Framework and/or Models for high-impact change; ➤ Use the knowledge of Key Drivers of Employee Engagement when designing an employee engagement programme. ➤ Diagnose, Design, implement an employee engagement programme 	May 25-26	Full Member: 650 Corporate Member: 650 Student member : 550 Affiliate Member: 600 Others: 750

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Course No.	Course Title	Course Objectives: At the end of the programme, participants will be able to:	*Date	Course Fee GHc
CPE 05	Career Development And Succession Planning	<ul style="list-style-type: none"> ➤ Understand Career Development and Succession Planning Philosophy ➤ Understand Career Development Objectives, Principles, Procedures and Methods. ➤ Understand the various components of career development process. ➤ Identify emerging leaders/Promising Personnel and forecast the potentials of employees ➤ understand the link between vision, business strategy and HR strategy in the whole process of Career Development Process Human Resource Planning ➤ understand the practical approach to Career Development and Succession Planning 	June 7-9	Full Member: 750 Corporate Member: 750 Student Member: 650 Affiliate Member: 700 Others: 850
CPE 06	Making HR A Strategic Business Partner	<ul style="list-style-type: none"> ➤ Apply the strategic HR partnership process when preparing annual HR plans. ➤ Utilize the strategic HR model when assessing the HR department and its impact on achievement of business objectives. ➤ Apply the strategic HR reporting format when preparing monthly HR reports. 	June 22-23	Full Member: 650 Corporate Member: 650 Student member : 550 Affiliate Member: 600 Others: 750

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Course No.	Course Title	Course Objectives: At the end of the programme, participants will be able to:	*Date	Course Fee GHc
CPE 07	The HR Professional and Legal Compliance (The 4 Cs in Human Resource Legal Relations)	<ul style="list-style-type: none"> ➤ Write and explain the contents of the Appointment Letter ➤ Understand and apply the terms contained in the Contract of Employment ➤ Describe the Conditions of Service and its application to the Employer and Employee ➤ Define the obligations and rights when interpreting a Collective Agreement ➤ Understand compliance requirements under the Labour Act, 2003 (Act 651) and employment related laws. 	August 17-18	Full Member: 650 Corporate Member: 650 Student member : 550 Affiliate Member: 600 Others: 750
CPE 08	Behavioural Interviewing	<ul style="list-style-type: none"> ➤ Utilize the behavioural interviewing model when assessing current selection interview system in their organizations. ➤ Apply behavioural interviewing concepts when designing selection interviews. ➤ Plan behavioural questions when preparing for selection interviews. ➤ Design behavioural interview forms when preparing for the selection interview. 	September 6-8	Full Member: 750 Corporate Member: 750 Student Member: 650 Affiliate Member: 700 Others: 850

Other Workshop(s) to look out for in 2017:

- Personal Grooming and Business Etiquette Seminar - September 22, 2017

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