



The HR Practitioner

THE INSTITUTE OF HUMAN RESOURCE MANAGEMENT
PRACTITIONERS, GHANA

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2-DAY WORKSHOP: DESIGNING AND IMPLEMENTING A PERFORMANCE MANAGEMENT SYSTEM (PMS)

As part of the Institute's Continuing Professional Education, 19 participants from various Ghanaian organizations participated in a 3-day workshop on Designing and Implementing a Performance Management System from November 14 to 15, 2012.

Some lessons participants learned were how to apply PMS principles when seeking to improve current appraisal systems in their organizations; utilize a process model when facilitating the introduction of PMS in their organizations and apply critical competencies when negotiating performance targets during target setting meetings with team members.



DESIGNING AND IMPLEMENTING A PERFORMANCE MANAGEMENT SYSTEM.
NOVEMBER 14TH&15TH, 2012 @ HR CENTRE NYANYIBA ESTATES.

The facilitator was Mr. Kwadwo Asare-Bediako, the immediate past Executive Director of the Institute of Human Resource Management Practitioners (IHRMP).

Some of the organizations that sent participants to the Workshop included Cosmos Energy, Ghana Commercial Bank, Manya Krobo Rural Bank, Oil Channel Limited, Accra Compost & Recycling Plant, Printwear Limited and GET Fund.

WE WISH OUR NUMEROUS READERS A MERRY CHRISTMAS!



GHANA MEDICAL ASSOCIATION (GMA) ADVOCATES SIX MONTHS MATERNITY LEAVE

“Members of the Ghana Medical Association (GMA) has called for the review of labour laws to grant mothers six months of maternity leave and a mandatory establishment of nurseries in all public and private institutions.

They said exclusive breastfeeding among all working nursing mothers be encouraged and health facilities in the country be made to ensure that they are baby friendly.

These were contained in communiqué issued and signed by the GMA President Dr Kwabena Opoku-Adusei and General Secretary Dr Frank Serebour at the end of the 54th annual general conference of the Association held at Cape Coast.

The communiqué noted that given the proven benefits of six months of exclusive breastfeeding to newborns, the GMA calls for an increase in the current three months maternity leave to six months, stressing that it was especially relevant as some mothers are asked to start their maternity leave six weeks prior to delivery.

It said the lack of nurseries in institutions of work to allow nursing mothers to breastfeed infants during their breastfeeding breaks is negatively impacting efforts at ensuring that all newborns are exclusively breastfed resulting in the use of formula feeds which may be expensive and cumbersome to prepare leading to the loss of all the health benefits of breast milk.....”

Source: GNA



Chapter Meetings: Dates/Other Information

The Accra Chapter holds its monthly meetings on the second Thursday of every month. The venue is the Osu Ebenezer Presby Hall. Normal meeting time is 17:30 hours prompt. Please endeavour to attend.

Contact Numbers: **Interim Chairperson Ms. Susan Manu: 020 536 3775; Interim Secretary Nana Yaa Twum: 024 437 7192; Interim Organizing Secretary Edmund Nii Dodoo Ankrah: 0244289348**

The Tema Chapter holds its monthly meetings on the last Thursday of every month. The venue is the VALCO Club House, Tema Community 4, near the TDC Park. Normal meeting time is 16:00 hours prompt.

Contact Numbers: **Chairman Mr. Kofi Bayitse: 020 201 2213; Secretary Mr. Samuel Ofose Asiedu: 020 811 2234**



THE DIALOGUE: PERFORMANCE MANAGEMENT SYSTEM (PMS)

Two old school mates (Yaa and Afia) met two years after both of them had secured jobs in different organizations.

Yaa was working in an organization where PMS had been instituted and working very well. For **Afia**, her organization did not know about PMS at all and therefore management of the employees had not been good enough.

Yaa: Hi Afia how has life been and how are you getting on with your new job?

Afia: Well, so-so. I can get to the office anytime I like, and feel no pressure whatsoever. I work within my own pace. My Supervisor does not really care about whatever goes on in my life be it my work, my competencies, my career progression, nothing! Whenever he gives me an assignment I know he will never inspect it so I do it at my own pace and complete whenever I like. Sometimes he does not even ask about the assignment at all. Most of the time I just ignore him and don't do it at all. He only expects I will do the job. But can you imagine I do not even have a computer to work with? I have to be moving from office to office to use any spare computer I find. With all these factors at play do you think I will have job satisfaction? So how about you Yaa?

Yaa: Oh Afia, I'm lucky to be working in a different environment where PMS has been deployed and working very well. At the beginning of every year Key Result Areas (KRAs) are identified by both staff members and their Supervisors. With these objectives agreed upon, targets are set and inspected at defined periods. Resources are also provided to ensure that the targets are met. Most importantly, if any competency need is identified, efforts are made to address them to enable me meet or even exceed my targets. There is also frequent feedback meetings where my Supervisor and I discuss the progress of work and if there is any support in terms of technical competencies or resources he has to provide, he does so willingly and we move on. You know once I am aware that at set periods my Supervisor would inspect the targets, I make every effort to work towards achieving them. Also if I have any difficulties I do not wait for the meeting date before I approach him with it. This makes life so cool and I have job satisfaction. You know one good thing about PMS, there is also a rewards scheme to reward those who perform well over a period of time. This makes all the workers strive to achieve their targets in order to benefit from the scheme. 'Wompε wei na wopε dεn?'

Afia: Yaa, tell me more about this.

Yaa: You know, the good news is that the Institute of Human Resource Management Practitioners, Ghana (IHRMP, Ghana) has an Electronic PMS Software (E-PMS) to enable organizations monitor the performance of their employees effectively. Also there are periodic Continuing Professional Education (CPE) programmes where courses on PMS are run about three times in a year. Discuss this with your Supervisor and get on the train.

You may contact IHRMP, Ghana on 0302-767413/768693 OR visit their website at www.humanresource.org.gh for more information.

PMS - People will do what is INSPECTED and not what is expected!

By: Dora Siaw-Lartey



ARTICLES CORNER

FIVE SIGNS YOU ARE IN THE WRONG JOB

Continued from November edition

Sign No. 4: You're Stagnating at Work

You're under-utilizing your skills to the point of atrophy. This is not quite the same as being overqualified. You can still be in the right job even if it's beneath your level of expertise. But it's a bad sign if you're losing the stuff that makes you stand out professionally. Unless you use and develop most skills regularly, you'll lose them and fall behind.

What to do? Renew your membership to a trade association, keep current with required training or work a minimum number of hours in your specialization. You're in the wrong job if you can't or don't have time to do these things.

Sign No. 5: There's No Growth and Development in Your Job

Somewhere along the way you landed a job, and the company mistook you for a mere functionary. Or maybe you mistook yourself for a mere functionary. Your job contains zero element of discovery. In reality, you're a student of life and have plenty left to learn. It's your responsibility to continue your education. You're in the wrong job if you're not exposed to learning opportunities or aren't taking advantage of them.

Article source :

career-advice.monster.com by : Amanda Frank.

THE PROFILE OF THE VICE-PRESIDENT OF THE INSTITUTE OF HUMAN RESOURCE MANAGEMENT PRACTITIONERS, (IHRMP) GHANA

John Wilson is the Vice-President of IHRMP. He combines over 34 years experience in HR Management practice mostly in the Private Sector with a short stint in the Public Sector in Ghana. He is currently the Lead Consultant for WILSJON CONSULT LTD, an HR Management Consulting Firm and a Trainer Consultant for the International Labour Organisation (ILO) responsible for Enterprise Improvement under Sustaining Competitive and Responsible Enterprise (SCORE) Project.

He is a graduate from the University of Ghana, Legon, in Sociology with Geography. He later completed the International Certification Programmes in Personnel Management at the Royal Institute of Public Administration (RIPA), UK and Industrial Relations, at the Industrial Society, UK as part of his career development. He is credited with several specialized training in Human Resource and Change Management, both overseas and local. His career commenced from the Public Services Commission as Administrative Officer in 1977 through Twifo Oil Palm Plantations Ltd (TOPP), the largest Agro-Industrial Complex in the Central Region as Personnel Manager and later appointed as the Group Human Resource & Industrial Relations Manager, Unilever Ghana Ltd in 1999.

He led the HR Functional Transformation Project in Unilever Ghana as part of a global assignment and later became the HR Business Partner for Supply Chain, Finance, Marketing and Customer Development at various times. He again led the largest Regional Business Transformation Project in Unilever Central Africa across 9 Countries concurrently as the Change Management/HR Lead as his last role before retirement over a year ago.

He has extensive experience in Organization and Process Reviews, Restructuring of Business and Change Management in addition to the core HR Functional deliverables

As expert in Industrial and Employee Relations, he led several negotiations at Standing Joint Committee level as Chairman and was a former member, National Tripartite Committee and a member of the Committee that developed the Labour Act , 2003 (Act 651).

He currently serves on the Governing Council of the Institute of HR Management Practitioners, Ghana as Vice President and a former Council member of the Ghana Employers Association which he represented as delegate on a number of external/internal assignments.

He is married with four children and enjoys variety of music and debates on current Affairs.

Members of the Editorial Board wish all its cherished readers a Merry Christmas and a Healthy, Prosperous and Fruitful New Year.



JOHN WILSON