



# the HR PRACTITIONER

INSTITUTE OF HUMAN RESOURCE MANAGEMENT PRACTITIONERS, GHANA

JULY 2013

002/2013/012

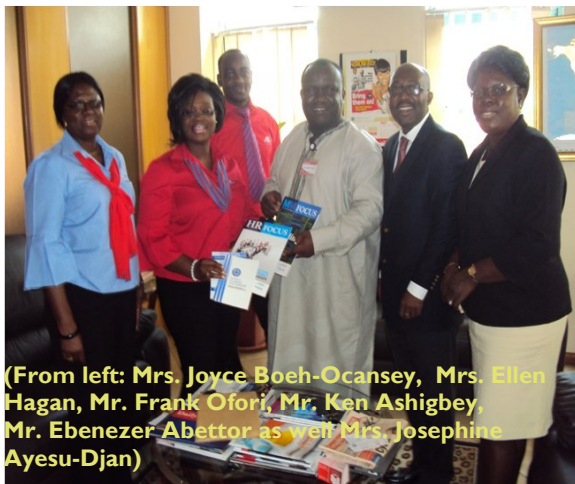
## VISIT OF HR EXCELLENCE AWARDS PLANNING COMMITTEE TO GRAPHIC COMMUNICATIONS

On Wednesday July 10, 2013, some members of the Planning Committee of the 1st Ghana HR Excellence Awards from the IHRMP, Ghana and HR Focus paid a courtesy call on the Managing Director of Graphic Communications Group Mr. Ken Ashigbey.

The team, led by Mrs. Ellen Hagan, Executive Member of the National Governing Council of the Institute as well as Chief Executive Officer of HR Focus, informed Mr. Ashigbey of the upcoming HR Excellence Awards event in October 2013, and the wish that Graphic would consider partnering the Institute in pulling it off.

Mr. Ashigbey readily accepted to come on board and stated that the Graphic Business brand will lead to support this cause. He pledged to offer space in Graphic Business for the Institute to contribute articles to begin with, and further assured the support of other brands of the Group later.

He went on to emphasize the importance of the practice of HR Management. "Professionalism is critical, without it nothing will happen. People must pay attention to Human Resource Management because it is critical, since it cuts across all human endeavours," he said. Graphic invests in the development of its people and therefore is naturally interested in the return on investment (ROI) in the people.



(From left: Mrs. Joyce Boeh-Ocansey, Mrs. Ellen Hagan, Mr. Frank Ofori, Mr. Ken Ashigbey, Mr. Ebenezer Abettor as well Mrs. Josephine Ayesu-Djan)

Mr. Ebenezer Agbettor, the Executive Director of the Institute encouraged Mr. Ashigbey to nominate personnel from their HR Department to attend the Institute's Continuing Professional Education (CPE) and Professional Certification Programme (PCP) to aid capacity building at Graphic.

## Chapter Meetings

The **Accra Chapter** usually holds its monthly meetings on the **SECOND THURSDAY OF EVERY MONTH**. Normal meeting time is 17:30 hours prompt. Venue to be communicated a week to the date of the meeting.

Endeavour to attend the August 2013 meeting on Thursday August 15, 2013 (Shifted because of the Public holiday on the 8th) at the same time.

**Contact Numbers:** Interim Chairperson Ms. Susan Manu: 020 536 3775; Interim Vice Chairman Mr. Ofori Amanfo: 0244628716; Interim Secretary Nana Yaa Twum: 024 437 7192; Interim Organizing Secretary Edmund Nii Dodoo Ankrach: 0244289348 Interim Treasurer Janet Acolatse: 0244662447.

The **Tema Chapter** holds its monthly meetings at the VALCO Club House, Tema Community 4, near the TDC Park ON THE LAST THURSDAY OF EVERY MONTH. Normal meeting time is 16:00 hours prompt.

Endeavor to attend the August 2013 meeting on Thursday August 29, 2013 at the same time and venue

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

# ARTICLES *CORNER*

## ATTITUDE IS EVERYTHING

**W**e have all heard or seen the saying “**ATTITUDE IS EVERYTHING**”. Indeed it is. As HR Practitioners we need to act and treat others, whether peers or subordinates, with respect. Say what you have to say with tact and respect. You can be firm without being rude; indicate displeasure at a particular behaviour but always maintaining decorum. Attitude is a two way street. Remember the way you treat people will determine how they treat you. So you may be “up there” with management and employees are “down there”; that doesn't make them inferior. Everybody deserves RESPECT. You will get people to do more if you treat them right! Attitude Is Important. Often, being treated with respect and understanding is more important to employees than actually getting their problems solved. Employees may forget the solutions to their problems, but they will not forget how they were treated.

Point to note – “**Attitude is like a flat tire, you cannot go anywhere until you change it.**” So next time you feel like bursting out in anger or hurling insults at a co-worker remember that the right attitude will take you to the right altitude.

*Written by: Nana Yaa Twum*

## SALE OF ADMISSION FORMS

Admission forms for the Professional Certification Programme are out for the 2013/2014 academic year. **For enquiries contact The HR Centre on 0302767413**

## EXCERPTS FROM THE LABOUR ACT 2003, (ACT 651)

*By: Obed Danso-Mireku Senior, BSC (ADMN)-HR*

### RIGHTS AND RESPONSIBILITIES UNDER THE EMPLOYMENT CONTRACT

Employment is a contract between an employer and an employee. The employment relationship places grave responsibilities and rights on both parties as set out in Sections 8-11 of the Labour Act 2003 (Act 651)

Section 8 details the rights of the employer as follows

- Employ a worker, discipline, transfer, promote and terminate the employment of the worker
- Formulate policies, execute plans and Programs and set targets
- Modify, extend or cease operations; and
- Determine the type of products to make or sell and the prices of its goods and services
- 

With these rights comes obligations set out in Section 9 (to be continued in the August 2013).

# HR LEARNING CORNER

Submitted by Prince John Evans Escoba-Donkor

## Quotes Taken from actual performance evaluations:

- "Since my last report, this employee has reached rock bottom and has started to dig."
- "His men would follow him anywhere, but only out of morbid curiosity."
- "I would not allow this employee to breed."
- "This associate is really not so much of a has-been, but more of a definitely won't be."
- "Works well when under constant supervision and cornered like a rat in a trap."
- "When she opens her mouth, it seems that this is only to change whichever foot was previously in there."

## JOKES CORNER – Submitted by Nana Yaa Twum

### RESIGNING BLISS



When people get excited when their resignations are accepted, [HR people and managers should begin to question the policies and procedures](#) in the work place.

## REQUEST FOR CONTENT FOR PUBLICATION

The Editorial Board wishes to request Members and Students to submit Articles, Jokes, Quick-tips, etc for publication in subsequent editions of THE HR PRACTITIONER. Thank you for your contribution.

Kindly send all materials to  
[newsletter@humanresource.org.gh](mailto:newsletter@humanresource.org.gh)

## UP-COMING EVENTS

### Continuous Professional Education

2-DAY WORKSHOP ON **MAKING HR A STRATEGIC BUSINESS PARTNER**: from **August 22-23, 2013** at the HR Centre.

#### Objectives:

At the end of the course, participants will be able to:

1. Apply the strategic HR partnership process when preparing annual HR plans..
2. Utilize the strategic HR model when assessing the HR department and its impact on achievement of business objectives.
3. Apply the strategic HR reporting format when preparing monthly HR reports.

#### The fees are:

Members: GHS350.00

Non-members: GHS 450.00

Students: GHS250.00

**Time:** 9: 00 am

**Call 0302-767413, or e-mail**

[info@humanresource.org.gh](mailto:info@humanresource.org.gh) for more information.

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