



## IT'S OUR TIME-HR PRACTITIONERS 1ST EVER HR CONFAB AND EXCELLENCE AWARDS

The President of the Institute of Human Resource Management Practitioners, Ghana (IHRMP), Mr. Dan Acheampong has called on all HR Practitioners, Corporate bodies and the general public to rally behind the Institute to ensure a successful first-ever HR Conference and Excellence Awards scheduled to take place on 4th October, 2013 at the La Palm Royal Beach Hotel.

Mr. Acheampong made the call when he spoke to the media after the official launch of the 1st Ghana HR Conference and Excellence Awards last week.

Under the theme, "**Achieving Excellence through Human Resource Optimization**", the upcoming event is intended to enhance the promotion of best practice in human resource management in Ghana.

"The event seeks to identify, recognize and honour organizations and individuals who have built up a tradition of best practices in Human Resource Management and to bring HR best practice culture to the awareness of corporate Ghana and the general public. The platform will also provide a forum for sharing knowledge and experiences in HR management and its current trends", Mr. Acheampong said.

The President of the Institute added that in view of the institute's firm belief in the credibility of such awards, the selection of winners would be authenticated by award monitoring officials from Deloitte, a recognized auditing firm.



**Mr. Dan Acheampong, President of IHRMP Ghana**

HR Focus magazine, the first and only Human Resources magazine in Ghana has collaborated with IHRMP to ensure that this event becomes possible and institutionalized to promote best HR practice in Ghana.

The award categories, criteria for selection of award winners and nomination forms can be found at [www.hrconferencegh.com](http://www.hrconferencegh.com).

## Chapter Meetings

The **Accra Chapter** usually holds its monthly meetings at the Osu Ebenezer Presby Hall on the **SECOND THURSDAY OF EVERY MONTH**. Normal meeting time is 17:30 hours prompt.

Endeavour to attend the July 2013 meeting on Thursday July 11, 2013 at the same time and venue. Any change in venue would be communicated to members well in advance of the meeting.

**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.

Endeavour to attend the July 2013 meeting on Thursday July 25, 2013 at the same time and venue.

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

## IHRMP HOLDS SEMINAR ON THE THREE-TIER PENSION SCHEME IN TEMA

On 31st May, 2013, IHRMP held a sensitization seminar for its members and Human Resource Practitioners in and around the Tema Metropolis at the VALCO Club House.

The seminar was under the theme **"Implementation of the New Three-Tier Pension Scheme- Role of HR Practitioners"**,

Thirty- six (36) participants from various organizations including Visco and VALCO attended the seminar. The resource persons were Mr. Daniel Aidoo Mensah and Pastor Stephen Quarm from Aidoo Mensah & Associates.



*Participants at the Seminar*

## SALE OF ADMISSION FORMS

Admission forms for the Professional Certification Programme are out for the 2013/2014 academic year. Call 0302 767413

## QUICK TIPS CORNER

*By: Nana Agyiriwa Acheampong*

### THINGS TO NOTE WHEN RECRUITING CASUAL WORKERS

- Did you know that a casual worker is not to be employed for a continuous period of more than six months?
- In recruiting a casual worker, did you know that you (employer) are to pay the worker the full minimum remuneration for each day he/she attends work?
- Did you also know that you are to pay the full minimum remuneration to a casual worker whether or not the weather prevents the worker from carrying on his/her normal work, and whether it is possible or not, to arrange alternative work for the worker on such a day?
- Are you aware that, a casual worker is to have access to any necessary medical facility made available to the workers (regular staff) generally by the employer?
- Are you also aware that you are entitled to pay for overtime work done by a casual worker?

# WORKSHOP ON JOB EVALUATION AND SALARY ADMINISTRATION



**Kwadwo Asare-Bediako (in spectacles ) lending a helping hand to a group during a recent workshop on Job Evaluation and Salary Administration held from June 19-21, 2013 at the HR Centre**

A total of 25 participants took part in a 3-day workshop on Job Evaluation and Salary Administration held at the HR Centre. Some of the participating organizations included Bank Of Ghana, SSNIT, Tema Oil Refinery, Expro Group, Action Aid and HML Marine Power and Energy Ltd.

Attendees learnt how to use the Point System when evaluating and classifying jobs into pay groups; how to select suitable Compensable Job Factors when preparing to do Job Evaluation; design job evaluation Factor Tables and how to design flexible Salary Structures when aligning salaries to job classes among others.

## JOKES CORNER – Submitted by Nana Yaa Twum

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## QUIZ COLUMN

**Who was the person featured in the Personality Profile Column of the February 2013 edition of the HR PRACTITIONER?**

Kindly send your responses to [newsletter@humanresource.org.gh](mailto:newsletter@humanresource.org.gh)

**Winners will be featured in subsequent publications.**

## 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 BEHAVIORAL INTERVIEWING:** from July 18-19, 2013 at the HR Centre.

#### Objectives:

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

1. Utilize the behavioural interviewing model when assessing current selection interview system in their organizations.
2. Apply behavioural interviewing concepts when designing selection interviews.
3. Plan behavioural questions when preparing for selection interviews.
4. Design behavioural interview forms when preparing for the selection interview.

#### 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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