



the
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INSTITUTE OF HUMAN RESOURCE MANAGEMENT PRACTITIONERS, GHANA

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WORKSHOP ON DESIGNING AND IMPLEMENTING A PERFORMANCE MANAGEMENT SYSTEM



A group picture of participants of the Workshop on Designing and Implementing a Performance Management System at the HR Centre, Osu

On March 14 & 15, 2013, the Institute organised a two-day Workshop on **Designing and Implementing a Performance Management System**.

The course content included Designing a Performance Management System; Linking Performance Management to Salary Administration; Key Stages in Implementing a Performance Management System; and Conditions for Successful PMS Implementation.

Participating organizations included Aviance Ghana, Jospong Group, Amponsah-Efah Pharmaceuticals Limited and Premium Technologies Limited.

Chapter Meetings: Dates/Other

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 1730 hours prompt. Endeavour to attend the April 2013 meeting on April 11, 2013 at the same time and venue.

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 1600 hours prompt.

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

THREE MANAGEMENT LESSONS FROM POPE BENEDICT XVI'S EXIT

Pope Benedict XVI will abdicate his post late tomorrow night. Scandals aside, what can you learn from the way the church is handling his departure?

Pope Benedict XVI disembarks the Pope mobile in St Peter's Square on February 27, 2013 in Vatican City, Vatican after his final address to a public audience.

As Pope Benedict XVI concludes his final week on the job, you can marvel at some of the eccentric details of his departure: the clothing, jewelry, and the red shoes.

Yet the strange and ornate ritual prompts a question relevant to you (even if you're not religious, in any way): How should you handle the departure of your key people?

When you are the HR Manager for a company, you always remember vividly the chill that runs down your spine any time someone said he needed to have a private word with you. It usually meant that the person was leaving. It is always hard for any HR Manager not to take this decision to exit personally - even though, quite often, it isn't personal. But before you bow to what appears inevitable, ask yourself and your colleagues a few key questions.

1. Is Leaving the Answer?

Is a move to another employer essential to this individual's professional development? Are there other opportunities or needs within the business that might supply the same stretch? Many people believe they have to leave to grow--but it isn't always true. Check assumptions now before it's too late.

2. It's Not You; It's Me

Are there issues within the business that are driving talent away? If there are, however painful it is, you will need to recognize them as early as possible. Sometimes the problem is other people; sometime it is you. Now is the time to find out. The great benefit of departing employ-



ees is that, without an agenda, they may now tell you the unvarnished truth.

3. Once It's Settled

Should the exit be fast or slow? There aren't any golden rules here and there are many ways for people to leave. Do your best to make this period fruitful and positive for everyone, however annoyed or frustrated you feel.

'I will never forget learning that one of my junior employees was leaving, in search of professional

growth. I hadn't seen his ambition. But I remember waking up in the middle of the night and realizing that he hadn't considered the options he had in the business. The next morning, I asked him about this, and he acknowledged that it had never crossed his mind. Over the course of the next week, he and I re-defined his position so that he would have more authority and learn more--and he took some financial advice. The net result was that he stayed and did a brilliant job and a few years later he was able to buy his home.'

It doesn't always work out this way, of course. People need to move on and you often want them to, in order to create opportunities for new hires and internal candidates. But whichever way you spin it, departures are emotional, and it's foolish to imagine otherwise. Allow time for the cement to dry.

And one last consideration: just as the Pope will still be at the Vatican, people usually stay friends with some of their former colleagues. Never imagine that just because someone has left, his influence has gone. Employees are typically more loyal to each other than to a company--which is all the more reason to make every departure, however complex, as positive as you can.

By Margaret Heffernan (*Chief Executive of InfoMation Corporation, ZineZone Corporation, and iCAST Corporation*). Adapted by Angela Dedenamo Auch

QUICK TIPS CORNER

By: Dora Siaw-Lartey

Public holiday not part of Annual Leave

When a worker starts his/her annual leave, and whilst on annual leave government declares a statutory public holiday, the day should not be counted as part of the annual leave.

BASE SALARY and not Basic Salary

Base salary is a fixed amount of money paid to a worker by an employer in return for work performed. Base salary does not include benefits, bonuses or any other potential compensation from an employer. Base salary is paid, most frequently, monthly to workers.

'Base' because this is the amount on which other benefits are calculated e.g. in Ghana social security contribution is calculated based on workers' base salary. Other allowances are derived based on base salary.

Over the years we have referred to this amount as *basic salary*. It is time as HR practitioners we educate others to use the correct terminology, i.e. BASE SALARY.

JOKES CORNER – Submitted by Nana Yaa Twum

During a session, the following dialogue took place between a Teacher and his students:-

Teacher: Who can form a sentence using the word "Him"?

Esi: In Him is life...

Teacher: Very Good

Adjoa: I took the book from Him

Teacher: Well done

Akpors: (in twi) 'me him me nsa.'

Teacher: 'Wo him wo nan', idiot!



UP-COMING EVENTS

Upcoming Continuous Professional Education: 3-day Workshop

Course Title:

Professional Skills in Training

Date:

April 17-19, 2013

Venue:

HR Centre, Nyaniba Estates, Osu, Accra.

FEES:

Members:
GHS450.00

Non-members:
GHS 550.00

Students:
GHS350.00

You may call for more information on 0302 767413.

PERSONALITY PROFILE: MR. PAUL NARTEY



MR. PAUL NARTEY

Mr. Paul Nartey has been a Human Resource Management (HRM) and Human Resource Development Practitioner for the past twenty-two (22) years.

Prior to this, he worked with the Department of Cooperatives as the Head of Education and Training. While working with the Department of Cooperatives, he was appointed the National MATCOM Liaison Officer for Ghana for the ILO/MATCOM Project then based in Vienna, Austria. In this capacity, he developed Materials and Techniques for Cooperative Management Training for use in

Anglophone Countries in Africa.

Mr. Nartey joined GIMPA on October 18, 1993 as a lecturer in HRM and HRD. In 2002, he was transferred to the Consultancy Division of GIMPA as a Senior Consultant/Lecturer in HRM/HRD.

He rose to the position of Managing Consultant (Head of Division) for the GIMPA Consultancy Services.

As a Managing Consultant, he has worked for both local and international institutions. He has rendered services in Sierra Leone, The Gambia, Kenya, South Africa and South Sudan and is currently on a post-retirement contract with GIMPA.

Since 2002 up to date, he has served the Institute of Human Resource Management Practitioners, Ghana, in the capacity of Council Member and Member of the Professional Certification Board.

In the past he has also served as a facilitator for Introduction to Human Resource Management of the Institute's Professional Certification Programme (PCP).