

Learn. Internalize. Apply



HR FOR NON HR PROFESSIONALS TRAINING

DATE: 19TH To 23RD SEPTEMBER 2022

VENUE: MIDLAND HOTEL, NAKURU

COST: KSHS 92,500 EXCLUDING VAT PER PERSON

NITA REGISTERED: NITA/TRN/916

IHRM: ACCREDITED

INTRODUCTION

The Human Resources Training for the Non-HR Professionals course is a five-day overview of human resource issues facing today's managers. Managers may not always have the expertise to deal with the many employee relationship issues they face, and yet are expected to make decisions have impact on the productivity of staff. In today's challenging and competitive global market, employee engagement is paramount, as is retaining talent within the organization. Therefore, anybody with a responsibility for managing staff requires an understanding of HR Management best practice in order to get the best out of their teams. This program will provide the essential practical knowledge and tools to enable managers skillfully tackle HR Management issues. *Lailah Gifty Akita* is quoted emphasizing that "Humankind is the greatest resources. Don't lose faith in the people'.

OBJECTIVES OF THE TRAINING

Our HR for Non-HR Professionals training will enable the participants to achieve the following objectives:

- Learn the latest trends in the human resource field and the changing role of the human resource professional.
- Learn methods of attracting, selecting and retaining the best employee's
- How to maintain healthy employee relations
- Effectively manage performance to maximize productively.
- Training and development of staff
- Coaching and mentoring for improved performance
- Enhance your organizations reputation as an employer of choice

BENEFITS TO YOUR ORGANISATION

Training is an investment in the future of your organisation and employees in which the payback is immediate. Building skills and improving knowledge helps your company stay ahead of competition in the dynamic industry. There is this ancient Chinese proverb that says: “Give a man a fish and you feed him for a day. Teach a man to catch fish and you feed him for a lifetime.” Amit Kalantri once said “Children imitate their parents, employees their managers.” This training is one of the building blocks for developing a solid culture of human resource issues that will benefit your organization with:

- Selection and retention of high performing employees who are motivated to achieve business results.
- Avoidance of costs resulting from bad hiring decisions and staff exits
- Effective application of consistent and effective HR Management practices
- High productivity among staff since the job profile is clear, recruitment process is well done, induction and training is comprehensive, the supervisor has motivational skills and is able to strike a good balance in work to avoid burn outs
- Avoidance of potential damage to reputation associated with related legal suits.
- Avoid unnecessary employee costs in litigations due to lack of compliance with employment laws
- Reduced staff turnover related with poor relationships with managers
- Low absenteeism among supervisors and staff due to stress related illnesses

BENEFITS TO PARTICIPANTS

By the end of this five-day course, the participants will enhance their competences in:

- Improving practical skills and competences in handling the employee’s HR Management issues
- Building highly effective and productive teams
- Writing Job descriptions, interviewing and selection skills
- Carrying out effective performance appraisals
- Employee coaching and mentoring
- Carrying out training needs assessment
- Considering how HR adds value to organization
- Learning how to overcome self as well as employee challenges emanating from internal and external influences
- Understanding the implications of employment laws in your supervisory role
- Understanding the roles played in employee management and how to best ensure productivity in your department right from sourcing

TARGET GROUP

This course is tailor-made to suit anyone seeking training in best practices in human resource management. The target group for this course includes:

- Board Members,
- Chief Executive Officer,
- C-suite Team, General Managers,
- Senior Managers, people management who need to
- Managers, gain a better understanding of

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- Supervisors,
- Human Resource Management
- Team leaders,
- Line Managers,
- newly recruited Managers and
- Assistant Managers in charge of departments or sections

OUR TRAINING METHODOLOGY

At DGMB, we have spent a couple of years developing and refining our training approach in this area. Our methodology has several features that will ensure your staff experience a robust and relevant program; one that strengthens team dynamics and the organization deliver improved results. Some of the highlights of our unique approach are:

◆ **Reduced Emphasis on Formal Training**

We base our course designs on the 70:20:10 paradigms. Research indicates that about 70% of what adults learn is through on-the-job experience, 20% through social learning, and 10% through formal training. We present information in ways that engage participants and generate plenty of discussion and sharing of experiences. We also provide individual and group assignments that encourage participants to integrate new concepts into their daily work

◆ **Practical and Relevant Content**

In assessing and designing HR for Non HR Professionals course, we remembered Hermann Ebbinghaus' famous 'forgetting curve' that shows we forget 50% of learned material within one hour unless it is put into practice. Our needs analysis and instructional design practices produce engaging, real-world learning materials, customized so that participants relate fully with the content.

◆ **Employing the Wisdom of Renowned Management Thinkers**

We employ the wisdom of renowned academics and authors on business and management like Henry Mintzberg who believes that:

- ✓ Management should emphasize teamwork, rather than rely on heroic individualism
- ✓ Effective staff are reflective in the context of taking action
- ✓ Management development works best as social learning in small groups

◆ **Research-supported Methods**

Our training delivery is always informed by research on adult learning principles and by our experience as organizational development consultants, instructional designers and facilitators. Consequently, we include plenty of opportunities for learners to apply key concepts, using scenarios and simulations, personal action plans, accountability partners, and other techniques. These methods ensure participants retain what they have learned, apply what they have learned quickly, refine their approach, and internalize learning for long-term use.

◆ **Uncommon Focus**

Few training firms follow good design principles consistently because it takes time, sustained focus and clarity. Compared to other strategies and methodologies, DGMB's program will:

- ✓ Help you build strong internal communities
- ✓ Help staff learn more rapidly
- ✓ Build in lasting change through reflection
- ✓ Create working teams that are more cohesive, resilient, and productive

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In this we have combined the following training approaches:

- i. Presentations through lecturing, group exercises, demonstrations and group discussions including presentations to enable interactions between the facilitators and the participants and among participants.
- ii. Discussions on topical issues arising from the various sessions and during the scheduled plenary discussions.
- iii. Citation of real case scenarios to enhance understanding of the core concepts, issues and training strategies
- iv. Role play, games and hands-on exercises
- v. Held plenary sessions to identify way forward

DGMB has deployed modern training aids aimed at making the training more exciting, inspiring and interesting. The teaching aids are numerous and serve different purposes. We used the following teaching aids to be very effective in capturing the imagination of the trainees:

- ✓ Overhead Transparencies (Colored power point slides), Demonstrations and emailed training materials to each participant.

COURSE DURATION

The course duration is **five (5) days** that will run as per our proposed 5-day training programme. The length of the training is adequate to cover the entire course as shown in the timetable below.

TIMETABLE

Find below the programme for this seminar:

DAY ONE	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Overview of Human Resource Management
10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 am – 1:00 pm	HR Planning
1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	Recruitment and Selection
4:00 pm – 4:15 pm	Coffee/Tea, Wrap Up & End of Day One
DAY TWO	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Training and Development
10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 am – 1:00 pm	Rewards and Benefits Management
1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	Talent Management
4:00 pm – 4:15 pm	Coffee/Tea, Wrap Up & End of Day Two
DAY THREE	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Employee Relations
10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 am – 1:00 pm	Industrial Relations

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1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	Employment Laws in Kenya
4:00 pm – 4:15 pm	Coffee/Tea, Wrap Up & End of Day Three
DAY FOUR	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Coaching and Mentorship
10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 am – 1:00 pm	Work Life Balance
1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	Culture and Change Management
4:00 pm – 4:15 pm	Coffee/Tea, Wrap Up & End of Day Four
DAY FIVE	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Performance Management
10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 am – 1:00 pm	The Power of Emotional Intelligence
1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	The Way Forward
4:00 pm – 4:15 pm	Graduation, Coffee/Tea, Wrap Up & End of Training

YOUR INVESTMENT

We shall offer this training at a professional fee of **Kshs 92,500 per person excluding VAT** for the entire duration of the course. This fee will cover our charges, costs of course preparations and training materials. This cost does not cater for transport and accommodation for participants.

ADMINISTRATION DETAILS

Dates: 19th – 23rd September 2022

Venue: Midland Hotel, Nakuru

For enquiries call [David or Rebecca](#) on: (+254) 722 352 680 or Rebecca on (+254) 787 352 680.

Email: dgmbfinance@gmail.com

Time: 8:00 a.m. – 5:00 p.m.

Attire: Smart Casual

PRE-REQUISITES

No prior detailed knowledge of Human Resource Management is required.

QUALITY ASSURANCE

DGMB Training Solutions Ltd strives to provide you with the most productive, effective and value for money training experience possible. If after completing the course you feel there is some way we can improve, please write your comments on the evaluation form provided upon your arrival.

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TERMS AND CONDITIONS

Disclaimer: All registrations are subject to session availability. All speakers, sessions and prices were confirmed and correct at the time of printing. DGMB Training Solutions Limited reserves the right to change speakers and program details as required in addition to making changes to the schedules, venue or cancel the event altogether. **Privacy notification:** DGMB Training Solutions Limited respects the privacy of individuals, their sponsors, Organizations and acknowledges that the information you provide on registration form is confidential and third parties would not have access to. DGMB Training Solutions Limited collects this information for purposes of processing your registration and providing you information (via email and/ or mail) on upcoming events, specific products and services provided by or associated with DGMB Training Solutions Limited. Kindly register by 5pm, two working days prior to the training to enable us cater for your course materials and catering requirements. **Notice of withdrawal:** Unless written notice of withdrawal is received before the closing date of the programme, the full fee is still due in the event of non-attendance. However, DGMB Training Solutions Limited accepts replacement(s) or substitution, made in writing, prior to the commencement date of the Seminar. However, no substitution of participant(s) is allowable after the commencement of the training.

CERTIFICATE OF PARTICIPATION

Participants will be awarded certificates after attending this course.

HOW TO PAY

1. Issue Cheques in the name of “DGMB Training Solutions Ltd” or
2. Remit the Training fees via RTGS or Electronic Funds Transfer (EFT) to our Bank, the details are: - Account Name: - DGMB Training Solutions Limited, Bank: Cooperative Bank of Kenya, Branch: City Hall Branch, Nairobi, Account Number: - 01148231039600 and Branch Code: - 11049.
3. Our PIN is P051349463P