

**HUMAN RESOURCE MANAGEMENT DEPARTMENT
TENTATIVE TRAINING PLAN 2017**

PROPOSED DATE	NAME OF COURSE	OBJECTIVES	TARGET GROUP
MARCH 23	Effective Record Keeping	<ol style="list-style-type: none"> 1) Identify the function and purpose of record keeping 2) Adhere to record keeping requirements based on the regulatory and legislative environment in which the organization operates, and comply with internal policies on record keeping 3) Securely maintain records to prevent unauthorized or accidental access, alteration, damage or removal 	JUNIOR CLERKS 35 persons
MARCH 29-30	Orientation (2 DAYS)	<ol style="list-style-type: none"> 1) Becoming more familiar with the Guidelines and Principles for Civil Servants 2) Gaining a common understanding of their roles and responsibilities as professional Civil Servants 3) Outlining the Compensation and Benefits Package that are available to Civil Servants 	New Entrants In the Service –July1- November 1, 2016
APRIL 18	Team Building	<ol style="list-style-type: none"> 1) Understanding team goals 2) Building better relationships 3) Improving problem-solving 4) Respecting and understanding each other 5) Valuing innovation and change 	Heads of Department 40 persons
APRIL 19	Professionalism in the Workplace	<ol style="list-style-type: none"> 1) Maintaining the proper attitude and perspective 2) The importance of dress and appearance 3) Acting with more consideration and respect to each other 4) Adhering to the code of conduct 	HR Staff 28 persons
MAY 10	Preparing for Retirement	<ol style="list-style-type: none"> 1) Consider the key issues for them in retirement 2) List the opportunities that they hope to take in retirement 3) Examine why they should prioritize those opportunities 4) Look at the elements for constructing a realistic budget for retirement 	Prospective Retirees 30 persons
MAY 24-25	Orientation (2 DAYS)	<ol style="list-style-type: none"> 1) Becoming more familiar with the Guidelines and Principles for Civil Servants 2) Gaining a common understanding of their roles and responsibilities as professional Civil Servants 3) Outlining the Compensation and Benefits Package that are available to Civil Servants 	New Entrants In the Service – NOVEMBER 1, 2016- FEBRUARY 28, 2017
JUNE 14	How Leaders Inspire, Influence	<ol style="list-style-type: none"> 1) Managing with Leadership 	HEADS OF

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	and Achieve Results	<ol style="list-style-type: none"> 2) Motivation Skills 3) Staff Development 4) General Management Principles for the Public Service 5) Coaching and Mentoring 6) Effective People Management 7) Team Building 8) Leadership Styles 9) Effective Delegation 	DEPARTMENTS 40 persons
JUNE 20-21	Proposal/Project Writing	<ol style="list-style-type: none"> 1) Identify the key practices for developing effective programs and successful proposals 2) Understand the types of information that are a "must" for every proposal 3) Recognize the four most crucial elements of a proposal and how they fit together 4) Identify and document the situation that may need to be change 5) Spell out the specific, measurable outcomes you plan to achieve 6) Show that you can deliver what it promises 	Executive Officers/ Assistant Secretaries 35 persons
JULY 19	Generations in the Workplace	<ol style="list-style-type: none"> 1) Develop understanding of generational differences and their impact on the modern workplace 2) Explain the strengths of each generation, their preferred communication styles and their workplace expectations 3) Discovering how gaps develop 4) Incorporate communication strategies to work better with members of different generations 5) Impact of generational diversity in the workplace 	OPEN TO ALL CATEGORIES 30 persons
JULY 26	Management of Change	<ol style="list-style-type: none"> 1) Enhancing Performance 2) Managing Change 3) Principles for Change 4) Best Practices for Tactical Change Management 5) Preparing Employees for Change 	HEADS OF DEPARTMENT 40 persons
AUGUST 16	Confidentiality in the	<ol style="list-style-type: none"> 1) Define confidentiality 	HR STAFF

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	Workplace	<ol style="list-style-type: none"> 2) Discuss importance of confidentiality. 3) Discuss confidentiality rules that apply to all HR staff 4) Discuss how assessing and sharing information has changed due to use of technology. 5) Identify when a breach of confidentiality has occurred. 6) Formulate a response to inappropriate disclosures. 7) Take appropriate actions to maintain confidentiality 	28 persons
AUGUST 23-24	Orientation (2 DAYS)	<ol style="list-style-type: none"> 1) Becoming more familiar with the Guidelines and Principles for Civil Servants 2) Gaining a common understanding of their roles and responsibilities as professional Civil Servants 3) Outlining the Compensation and Benefits Package that are available to Civil Servants 	New Entrants In the Service – MARCH 1-JUNE 30, 2017
SEPTEMBER 5	Effective Record Keeping	<ol style="list-style-type: none"> 1) Identify the function and purpose of record keeping 2) Adhere to record keeping requirements based on the regulatory and legislative environment in which the organization operates, and comply with internal policies on record keeping 3) Securely maintain records to prevent unauthorized or accidental access, alteration, damage or removal 	
SEPTEMBER 26	Team Building	<ol style="list-style-type: none"> 1) Understanding team goals 2) Building better relationships 3) Improving problem-solving 4) Respecting and understanding each other 5) Valuing innovation and change 	HR Staff (Petra Browne) 28 persons
OCTOBER 11	Health and Safety in the Workplace	<ol style="list-style-type: none"> 1) To promote and secure the health, safety and welfare of people at work 2) To protect people at work against hazards 3) To assist in securing safe hygienic work environments 4) To reduce, eliminate and control hazards 5) To foster co-operation and consultation between employers and employees 	Health, Public Infrastructure, Agriculture Staff
OCTOBER 18	Preparing for Retirement	<ol style="list-style-type: none"> 1) Consider the key issues for them in retirement 	Prospective Retirees

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