

HUMAN RESOURCE MANAGEMENT DEPARTMENT TENTATIVE TRAINING PLAN 2018

PROPOSED DATE	NAME OF COURSE	OBJECTIVES	TARGET GROUP
February	Orientation	<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
	Civil Service Rules and Regulations	<ol style="list-style-type: none"> 1) Becoming more familiar with the Guidelines and Principles 	Permanent Secretaries and Heads of Department
March	Strengthening your People Skills 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 	
	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 <p>Look at the elements for constructing a realistic budget for retirement</p>	Prospective Retirees
April	Creating a Positive, Productive Work Environment	<ol style="list-style-type: none"> 1) Explore how we think about others 2) Learn skills for healthy and productive communication 3) Discuss how to manage negative feelings in conversation 4) Discover ways to actively build a positive work environment 5) Know the benefits of your Employee Assistance Program (EAP) 	Directors and Heads of Departments
	Orientation	<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
May	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

HUMAN RESOURCE MANAGEMENT DEPARTMENT TENTATIVE TRAINING PLAN 2018

			SUPERVISORS
	Confidentiality in the Workplace	<ol style="list-style-type: none"> 1) Define confidentiality 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 	
June	Dealing with Difficult People and Situations-Managing Conflict	<ol style="list-style-type: none"> 1) Understanding the meaning of conflict resolution 2) Understanding the different types and sources of conflicts 3) Dealing with conflict that vary in their degrees of cooperativeness and assertiveness 4) Improving your conflict resolution skills 5) Methods of preventing conflicts 6) Steps in resolving conflict 	Senior Managers
	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
July	Effective Time Management	<ol style="list-style-type: none"> 1) Overcoming Procrastination 2) Organizing your workspace 3) Planning and Prioritizing 	HR Staff
	Computer Applications	<ol style="list-style-type: none"> 1) Differentiate various computer components used in the business environment such as identifying hardware components, input/output storage options and connectivity/communication channels. 2) Explain the ethical issues related to computers and measures used to protect computer integrity. 3) Illustrate the basic functions of an operating system and apply appropriate file management. 4) Design and construct documents using word processing software to support decision making and problem solving in the business environment 5) Design and construct appropriate spreadsheets using software that will provide information to 	Open

HUMAN RESOURCE MANAGEMENT DEPARTMENT TENTATIVE TRAINING PLAN 2018

August	Leadership and People Management	<p>make relevant business decisions.</p> <p>6) Design and construct effective presentations to organize and display information.</p> <p>1) Managing with Leadership</p> <p>2) Motivation Skills</p> <p>3) Staff Development</p> <p>4) General Management Principles for the Public Service</p> <p>5) Coaching and Mentoring</p> <p>6) Effective People Management</p> <p>7) Team Building</p> <p>8) Leadership Styles</p> <p>9) Effective Delegation</p>	Heads of Departments
	Confidentiality in the Workplace	<p>1) Define confidentiality</p> <p>2) Discuss importance of confidentiality.</p> <p>3) Discuss confidentiality rules that apply to all HR staff</p> <p>4) Discuss how assessing and sharing information has changed due to use of technology.</p> <p>5) Identify when a breach of confidentiality has occurred.</p> <p>6) Formulate a response to inappropriate disclosures.</p> <p>7) Take appropriate actions to maintain confidentiality</p>	Junior Clerks
September	The importance of managing your finances	<p>1) Distinguishing between good and poor money management practices</p> <p>2) Appreciating the importance of financial planning</p> <p>3) Analyzing your daily money management practices and identifying ways to improve them</p> <p>4) Managing money more productively</p> <p>5) Recognizing how banks and other financial products can help to improve your financial situation</p>	Open
	Conducting Annual Employee Reviews	<p>1) Understanding the importance of periodic evaluations and how to develop the process of conducting annual reviews.</p>	Heads of Departments

HUMAN RESOURCE MANAGEMENT DEPARTMENT TENTATIVE TRAINING PLAN 2018

October	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 	Heads of Departments
	Orientation	<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	Creating a Positive, Productive Work Environment	<ol style="list-style-type: none"> 1) Explore how we think about others 2) Learn skills for healthy and productive communication 3) Discuss how to manage negative feelings in conversation 4) Discover ways to actively build a positive work environment 5) Know the benefits of your Employee Assistance Program (EAP) 	HR Staff
	Time Management	<ol style="list-style-type: none"> 1) Understanding the benefits of better time management 2) Setting steps to plan and control your time 3) Analyzing problems which may arise and explaining how to deal with them 4) Learning how to handle distractions and interruptions 5) Developing positive attitudes to your work 	HR Staff