

HR Skills Masterclass

A Comprehensive Guide to Update and Extend Your Knowledge
In The Basics of HR Management and HR Development

Date & Venue:

26 April-2017 Movenpick Hotel Karachi

27 April-2017 Royal Palm Lahore

Timings: 9:00 – 5:30

Workshop Investment:

PKR 35,000/-



Course Facilitator

Michele Thwaits

Learned & Experienced Panelists for Q & A Session
for 1 hour at the end of session



Dr. Ijlal Haider



Naila Sidat



Faizan Ahmad

Course Overview:

This course will cover the complete Human Resources Management necessary to support an employee from before joining the organization until after departure.

- Building an 'Employer Brand'
- Recruitment to include the use of competency-based interviewing, an overview of psychometric testing and the use of assessment centres
- Placement: Securing the 'Five Rights'
- Person - Place - Time - Role - Price
- Psychological contract
- Managing performance to secure a return on investment in people
- Learning and development
- Management of change in HRM
- SWOT analysis - 'HR in the Middle East today'
- Knowledge management, winning the 'Talent War' and succession planning
- Auditing the effectiveness of HRM
- HR's central role in reward management

On This Course, You Will:

1. Establish a thorough understanding of Human Resource Management (HRM) and its impact on your organization
2. Learn how to develop and adopt effective policies and Procedures into your organization
3. Discover the importance of training and development and Its impact on your organization's bottom line
4. Examine performance management and its links with Improving organizational performance
5. Participate in practical exercises to apply your learning

Course Content:

- Human Resources In Context
- Attraction - "Employer Brand"
- Recruitment
- Placement
- Psychological Contract
- Discipline And Grievance
- Performance Management (PM)
- Learning And Development
- Reward
- Change
- Talent Management
- Self-Criticism

Who Should Attend?

This programme has been specifically designed to provide a background in Human Resource Management (HRM) for newly appointed HR practitioners from all industries, as well as those wishing to extend and update their knowledge in the basics of HRM and Human Resource Development (HRD).

Benefits of Attending

- Establish a thorough understanding of Human Resource Management (HRM) and its impact on your organization
- Learn how to develop and adopt effective policies and procedures into your organization
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- Examine performance management and its links with improving organizational performance
- Participate in practical exercises to apply your learning



Course Facilitator:

Michele Thwaits

Facilitator | Speaker | Author | Coach and Mentor

She has had the privilege of working with audiences all over the world.

She received her certification as a Life Coach and completed training as an NLP Practitioner in 2010 and received her certification as Facilitator, NQF Level 5 in 2016.

Michele is owner of Empowered 4 Success and a sought after presenter, facilitator, author, coach and mentor. Since 2006 she has had the privilege of working with audiences through training and speaking engagements worldwide.

She received her certification as a Life Coach and completed training as an NLP Practitioner in 2010 and received her certification as Facilitator, NQF Level 5 in 2016.

Michele is a Director of PAN-SA (Platinum Assistant Network, South Africa, a member of PAFSA, was a finalist in the Office Professional of South Africa competition in 2006/2007, recipient of the PA Summit Chrystal Award in 2011 and finalist in the PA of the Year 2013, member of the IYOTSA 2014 task team, member of Academy of Excellence and served as President of PAFSA 2015/2016. She is part of the Isipho Admin Bursary team and coach to the students during their year of study.

She has published many articles in the A-Z of PAs and Office Managers magazine, Career Success, InTouch newsletter (PAFSA), Executive Secretary Magazine (UK), NAHPA (UK) and African PA Magazine (Kenya) and has been profiled by Exceptional EA (Vancouver).

She is currently in the process of writing her first book "Executive Secretary guide to Communication".

TESTIMONIALS:

Sangeetha Silvaratnam

Conference Manager, FDB Events Pte Ltd

"Michele is a wonderful person. She conducted our 2 day Advanced PA workshop in KL recently, and received excellent feedback from the delegates. She immediately agreed to step in when I was urgently looking for a replacement trainer for this course. A million thanks to her for that! The best part about the training was that it was very interactive and delegates managed to gain so much from her many years of experience. She is not just a fantastic trainer, but also a very friendly and joyful person. A very positive and vibrant individual!"

Joseph Mathenge

CEO ABMC International Limited, Kenya

Michele Thwaits is an exceptional, highly experienced and motivational trainer for Executive Personal Assistants and Secretaries across the globe. She's held high level positions and roles at the highest level and this gives her a cutting edge in experience in the Executive Personal Assistant industry, where ABMC International has worked with Michele in our various conferences in East Africa and we highly recommend her expertise and delivery in subject matter as an authority expert as we continuously looking forward to work with upcoming modules and training programs.

Winnie Kamuya

CEO International Renaissance Centre, Kenya

Michele Thwaits was a guest speaker and also presented on planning career development during the 2015 Personal Assistant of the year Award™- Africa and symposium. Her workshop was very well received and participants observed that she was knowledgeable, well-prepared, responsive to their questions and able to hold their interest. Her own career experiences and those of others she has coached provide wonderful learning examples that the audience could connect with. She has excellent listening skills and was very capable integrating participant's comments into a productive and rewarding discussion.

Debbie de Jager

Founding partner of the John Maxwell Team South Africa

"Michele's true worth as a PA can be seen in her confidence to share her knowledge with other PAs. Because of her passion for life and people, she goes the extra mile to improve the lives of others. As a speaker and trainer, she moves her audiences into action and motivates them to the best they can be. It is with pleasure that I recommend Michele as a PA, as a trainer and a speaker."

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Designation email, address & cell numbers
Also please provide us organization's NTN #

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