



Three Green Apples Consulting Ltd is pleased to announce the following workshop

TALENT ACQUISITION: MANPOWER PLANNING & COMPETENCY BASED INTERVIEWING SKILLS WORKSHOP

This is a practical workshop in which participants will work through principles of determining their manpower needs and the process of developing and executive a recruitment strategy for the various positions that may arise, including determining staff costs and the cost of recruitment, understanding recruitment timelines, sourcing strategies, interview and assessment techniques.

In the workshop, participants will be taken through:

- An overview of manpower – how do we determine vacancies and why do we recruit: the factors that a manager should consider
- The importance of a job description and person specification
- Determining the competencies to assess
- Determining which methods of assessment to use from the various methods available
- The interview process: assessing, evaluating, documenting and deciding
- The induction / on-boarding process

During the workshop participants will:

- Analyse some example job descriptions and determine which competencies to assess and how to assess them
- Interview candidates using various techniques
- Prepare and induction program for a new hire including a performance objectives for the first 90 days.

WHY ATTEND THIS COURSE?

Underestimating or overestimating a company's staff compliment can have a significantly impact on the ability of the company to deliver services or burden the company with excess staff costs.

Similarly, recruiting the wrong person into a role is a very costly and time-consuming undertaking. Poor recruitment can result in low productivity and poor performance; high staff turnover, poor staff morale, loss of corporate reputation, lack of focus on business and loss of revenue.



Participants of the workshop will come away with a comprehensive understanding of manpower planning and a toolkit that they can put to immediate use back in their business.

LEARNING OUTCOMES FOR THIS COURSE

At the end of the workshop, each participant will have a holistic overview of the considerations that go into planning for human resources and the recruitment of the same. Each participant will have practised the skills of determining, assessing, evaluating, and inducting new hires, within an organisation using a combination of competency-based, situational, and behavioural interviewing methodology.

WHO SHOULD ATTEND?

HR Practitioners and Line Managers who are responsible for determining their staff compliment and recruiting.

DATE, DURATION, LOCATION

2 Day program:	11 th & 12 th June 2012	Palacina, Nairobi
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COST

KShs 35,000 plus VAT

FACILITATOR

Susan Kiama is the Managing Consultant of Three Green Apples Consulting and will be the Facilitator on this program. In her 17 plus year career, Susan has contributed to success of leading corporates such as Safaricom, Citibank, Deloitte & Touche and Tetra Pak UK through participation in strategy formulation, organization design and change management; talent management; performance improvement; reward structuring; management development and learning; people planning and resourcing; rightsizing; process automation including ISO certification; and security and facilities management.

Susan is a Fellow of the Chartered Institute of Personnel & Development (CIPD) UK and a Fellow of the Institute of Human Resource Management (IHRM) Kenya. She is a seasoned manager with demonstrated success in delivering results in complex environments. Susan is well conversed with developing and reporting on HR Metrics.



REGISTRATION

Contact Mercy Kilel on: email – training@tgagroupea.com Payment for the workshop will need to be settled in full by **10 working days before the program** to register as delegate. No delegates will be allowed to attend the workshop should any fees be outstanding. Cancellation needs to be done by 7 working days before the program or delegate will be responsible for full payment. A delegate who is registered and does not attend the seminar will still be liable for the full payment.

**Payment should be made to Three Green Apples Consulting.
DIT Registration number DIT/TRN/773.**

TRAINING OPTIONS

Public program or In-house company training.