



THREE GREEN APPLES CONSULTING

Keeping Business Simple

*Three Green Apples Consulting Ltd is pleased
to announce the following program:*

HR FOR BUSINESS OWNER MANAGERS

This workshop is designed for Owner Managers of Small – Medium Businesses who would like to get a better understanding of human resource management and the contribution human resource management can or should be making to their business.

In the workshop, participants will work through various modules including:

Business Overview: how the human resource equation drives (or hinders) delivery of product, service and value.

Organisation and Management structure: defining different roles held by employees and how those roles work together to support the processes of delivering value. Understanding the benefits and constraints of different organisations structures – hierarchical, flat, matrix, team-based, specialist, generalist, reviewing reporting lines, levels of authority, etc. thus developing a framework that compliments the organisation’s purpose and objectives.

Acquiring and Deploying Talent: The importance of having the right people working in the team, doing the right job at the right time, delivering the right results.

Culture and the Working Environment: The key attributes required to maintain a conducive working environment that is in keeping with best practise norms and legislative guidelines, covering areas such as employment legislation, working practises, code of conduct, managing grievance and discipline, managing leave, employee records, etc.

Developing Talent - Training, Development, and Career Progression: The importance of developing the talent within the organisation and how this speaks to improved productivity and the creation of a talent pipeline, thereby enhancing retention and reducing staff-related costs.

Managing Performance: The fundamentals of performance management; deriving SMARTER employee objectives from the overall objectives and targets of the organisation; building and sustaining a creating a high-performance culture.

Managing Recognition and Reward: Methods of determining employees’ salaries and benefits; recognising employees’ contribution – linking performance to reward, and different avenues of retaining high-performing employees.

Measuring HR Contribution: People costs can constitute half or more of a company’s expenses but more than 57% percent of companies don’t track the impact of HR on their business. HR metrics and



THREE GREEN APPLES
CONSULTING

Keeping Business Simple

HR scorecards / dashboards that will inform the business of the contribution that human resource management initiatives are making to the business.

Each participant will receive a workbook containing the topics covered, tools and templates that can be easily customised, such that the knowledge, skills and understanding gained can be implemented immediately.

WHO SHOULD ATTEND?

Owners and/or General Managers of small to medium size businesses who have responsibility of the human resource function, who would like to gain a better understanding of the discipline, and how it can help them to achieve their business objectives and strategy.

The number of participants is limited to 12 to ensure that each participant receives adequate attention and opportunity to actively participate in the learning.

DATE, DURATION, LOCATION,

2 Day program delivered over 4 early-morning sessions:	1 st July 2017	8th July 2017	TGA Training Centre, Mashiara Park, Nairobi
	15 th July 2017	5 th August 2017	

7am to 11am

COST

KShs 40,000 plus VAT

FACILITATOR

Susan Kiama is the founder and Managing Consultant of Three Green Apples Consulting. Established in 2008, Three Green Apples Consulting Limited is a consulting practice providing transformational human resource management services. We become involved with our clients in their transformation, providing services that are value-adding and measurable in their contribution to our clients' success.

Keeping Business Simple is our purpose.

Susan is a seasoned business leader and human resource practitioner with domain expertise in several aspects of human resource management. In her 24 plus year career, Susan has contributed to success of leading corporates through participation in strategy formulation, human resource policy development and execution; executive compensation and reward management, organization design and change management; talent management and performance improvement; learning and development; amongst others.



THREE GREEN APPLES
CONSULTING

Keeping Business Simple

Susan Kiama is a Fellow of the Institute of Human Resource Management (IHRM), Kenya and a Fellow of the Chartered Institute of Personnel & Development (CIPD) UK. She is the Chair of the Board of Trustees of SOS Children's Villages Kenya. She sits on the Board of Directors of Chancery Wright Insurance Brokers and holds the position of Deputy Chair. She also sits on the Board of Kenya Airports Authority where she is the Chair of the HR Committee of the Board.

Prior to establishing Three Green Apples Consulting Limited, Susan was the Chief Human Resources Officer (HR Director) for Safaricom Limited, and prior to that she was the Head of Human Resources for Citibank, NA, Kenya Branch with responsibilities for Kenya, Uganda and Tanzania and Zambia. Susan has also worked as a Principal Consultant with Deloitte & Touche Consulting, Kenya, and she started her career in the human resources profession with Tetra Pak UK.

REGISTRATION

Contact Natasha Njoroge on: email – training@tgagroupea.com Payment for the training program will need to be settled in full by **before the program** to register as participant. No participant will be allowed to attend the training program should any fees be outstanding.

Payment should be made to Three Green Apples Consulting Ltd

NITA Registration number: NITA/TRN/773.



PROGRAM OUTLINE

Time	Day 1 – 1 st July 2017	Day 2 – 8 th July 2017	Day 3 – 15 th July 2017	Day 4 – 5 th August 2017
6.45am	Arrival & Registration			
7.00am	Module 1: Introductions Course Overview Participant introductions and expectations from the program.	Review and Reflection	Review and Reflection	Review and Reflection
7.30am	Module 2: Business & People Business Owner’s Responsibility, Accountability and Liability for people to employees, customers, shareholders, regulators and the community. <i>“The purpose of a business is to create a customer who creates a customer” Unknown</i>	Module 4: Planning People Needs, Recruiting and Deploying Talent The importance of having the right people working in the team, doing the right job at the right time, delivering the right results. <i>The right talent always helps you achieve your personal and business objectives.</i>	Module 6: Developing Talent – Training, Development and Career Progression The importance of developing talent to deliver sustained value to customers/clients. Job enrichment & rotation, secondments, career progression, and succession planning. <i>The \$\$ cost of training vs. the business cost of not!</i>	Module 8: Managing Recognition and Reward Financial and non-financial recognition of team-members contribution. Equal pay for work of equal value Performance related reward options <i>“People work for money but go the extra mile for recognition, praise and rewards. Dale Carnegie</i>
9.00am	Stretch Break			
9.15am	Module 3: Business Models and Organisation Structures Appropriate organisation and management structure that are efficient, effective, controlled, compliant and dynamic. <i>“be stubborn about your goals, but flexible about your methods” Unknown</i>	Module 5: Managing the Working Environment Maintain a conducive working environment vis-à-vis legislative guidelines, best practise norms: codes of conduct, managing grievance and discipline, managing leave, etc. <i>“the employer shall bear the burden of proving” Employment Act 2007</i>	Module 7: Managing Performance Alignment of company and individual performance. SMARTER objectives. Practical, effective integrated tools to measuring and recording performance Performance Dialogues <i>“You can't manage what you can't measure.” Peter Drucker</i>	Module 9: Putting It All Together Measuring HRs Contribution Review and Wrap Up <i>“It always seems impossible until it's done.” Nelson Mandela</i>
11.00pm	End of Session			