

SHORT TRAINING PROGRAMMES – MARCH & AUGUST, 2019.

PROGRAMME TITLE	DATE	PROGRAMME OUTCOMES	TARGET GROUP
Cross-Cultural Management	March 13 – 15, 2019 August 7-9, 2019	<ul style="list-style-type: none"> ▪ Expatriate management, peculiarities and sourcing HR for global markets ▪ International training, development and careers ▪ International performance management ▪ International compensation ▪ Diversity management and organisational performance 	The programme is designed for HR Practitioners and Professionals involved in expatriate management especially training; managers of international businesses, projects and supply chain team managers who manage teams, including members from overseas
Planning for Retirement & Pension	March 13 – 15, 2019 August 7-9, 2019	<ul style="list-style-type: none"> ▪ Preparing for retirement ▪ How to identify new jobs and entrepreneurial opportunities ▪ Basics of investment and opportunities available ▪ Skills for managing income and finances ▪ Health concerns during retirement ▪ Dealing with health /medical challenges associated with retirement ▪ Enjoying your retirement 	The program is designed for all employees, investment officers, managers and supervisors of organizations, students, retirees (voluntary or compulsory) and all wishing to broaden and improve their basic knowledge in the subject.
Occupational Health and Safety Practices and Disaster Management <i>*Introductory*</i>	March 13 – 15, 2019 August 7-9, 2019	<ul style="list-style-type: none"> ▪ Personal health and safety ▪ Stress and safety ▪ Accidents and their effects on industry ▪ Workers compensation and their legal framework ▪ Workplace hazardous material information system ▪ Preparing a general health and safety policy ▪ Health and safety training ▪ Mechanical hazards and safeguarding 	The programme is designed for HR practitioners and professionals involved in Unions, Labour Unions, Board Members, Consultants, Managers at Operational, tactical and strategic levels of the organization, Environment and sanitation officers, Supervisors and Students of HR.
Labour & Employee Relations in Ghana	March 13 – 15, 2019	<ul style="list-style-type: none"> ▪ Employer/employee relationships ▪ Labour disputes resolution mechanisms ▪ Industrial disputes/ labour disputes and the role of the national labour commission 	The programme is designed for HR Practitioners and Professionals involved in unions, managers of institutions, lawyers, ADR Practitioners, Paralegals and Students of HR

	August 7-9, 2019	<ul style="list-style-type: none"> ▪ Labour law education (Labor Act,2003, Act 651) ▪ Other laws related to employer/employees relations in Ghana ▪ Gender and legal rights in the workplace ▪ Minorities ▪ Harassment/sexual harassment et cetera 	
Strategic Human Resource and Succession Planning	March 13 – 15, 2019 August 7-9, 2019	<ul style="list-style-type: none"> ▪ Changing roles of HRM ▪ Valuing and Managing Diversity ▪ Environmental influences on HRM ▪ Job analysis and Classification ▪ Workforce planning and Management ▪ Succession management ▪ Emerging HRM Issues ▪ Evaluation of HR Programmes and Policies 	The programme is designed for members of Board of Directors (BODs), Managers at all levels of the organization, leadership/management of NGOs, HR practitioners and professionals involved in training, business strategies, Supervisors and Students of HR
Occupational Health and Safety Practices and Disaster Management <i>*Intermediate*</i>	March 13 – 15, 2019 August 7-9, 2019	<ul style="list-style-type: none"> ▪ Introduction To Disaster Management Processes ▪ Pre-Event – Preparation; Prevention & Mitigation ▪ Post –Event Response; Recovery ▪ Disaster Education & Information Models ▪ Fire Protection Management Systems for the Industries ▪ Industrial Risk Management Systems (Project Risk, Oil & Gas Safety, Mine Safety, Construction Safety and Manufacturing Safety) ▪ Risk Management & Sustainability ▪ Emergency Management & Humanitarian Assistance 	The programme is designed for Environmental and Safety Officers, HR Practitioners and Professionals involved in Employee Relations. Board Members, Consultants, and Managers of all levels of the organisation, Supervisors and Students of HR
Managing Tier 2 & 3 Pension Scheme	March 13 – 15, 2019 August 7-9, 2019	<ul style="list-style-type: none"> ▪ Design of Pension Scheme ▪ Essentials of Retirement Planning ▪ Regulator’s Fiduciary Duties ▪ Role of Service Providers ▪ Scheme Administration in Employer sponsored schemes & Reporting ▪ Employer & Member beneficiaries’ Role ▪ Investment Committee & Investments of Pension Funds ▪ Governance, Control & Auditor’s Role 	HR personnel of both private and public institutions, Finance personnel of both private and public organisations, Trustees of Tier 2 and 3, Fund managers, Fund Custodians Compliance Officers Independent Trustees Regulator’s Staff Policy makers, Private Business Owners, Anyone Interested in Pension and Retirement Issues

Certification:

All participants will be given a certificate at the end of the programme.

Contact:

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