

## SHORT TRAINING PROGRAMMES

### October, 2018

PROGRAMME TITLE	DATE	PROGRAMME OUTCOMES	TARGET GROUP
<b>Cross-Cultural Management</b>	October 17 -19, 2018	<ul style="list-style-type: none"> <li>Expatriate management, peculiarities and sourcing HR for global markets</li> <li>International training, development and careers</li> <li>International performance management</li> <li>International compensation</li> <li>Diversity management and organizational performance</li> </ul>	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
<b>Planning for Retirement &amp; Pension</b>	October 17 -19, 2018	<ul style="list-style-type: none"> <li>Preparing for retirement</li> <li>How to identify new jobs and entrepreneurial opportunities</li> <li>Basics of investment and opportunities available</li> <li>Skills for managing income and finances</li> <li>Health concerns during retirement</li> <li>Dealing with health /medical challenges associated with retirement</li> <li>Enjoying your retirement</li> </ul>	The programme 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.
<b>Occupational Health and Safety Practices in Organisations and Disaster Management</b> <i>*Introductory*</i>	October 17 -19, 2018	<ul style="list-style-type: none"> <li>Personal health and safety</li> <li>Stress and safety</li> <li>Accidents and their effects on industry</li> <li>Workers compensation and their legal framework</li> <li>Workplace hazardous material information system</li> <li>Preparing a general health and safety policy</li> <li>Health and safety training</li> <li>Mechanical hazards and safeguarding</li> </ul>	The programme is designed for HR practitioners and professionals involved in Labour Unions, Board Members, Consultants, Managers at Operational, Tactical and Strategic levels of the organization, Environment and Sanitation Officers, Supervisors and Students of HR.
<b>Labour &amp; Employee Relations in Ghana</b>	October 17 -19, 2018	<ul style="list-style-type: none"> <li>Employer/employee relationships</li> <li>Labour disputes resolution mechanisms</li> <li>Industrial disputes/ labour disputes and the role of the national labour commission</li> <li>Labour law education ( Labor Act,2003, Act 651)</li> <li>Other laws related to employer/employees relations in Ghana</li> <li>Gender and legal rights in the workplace</li> <li>Minorities</li> <li>Harassment/sexual harassment etc</li> </ul>	The programme is designed for HR Practitioners and Professionals involved in unions, managers of institutions, lawyers, ADR Practitioners, Paralegals and Students of HR
<b>Strategic Human Resource and Succession Planning</b>	October 17 -19, 2018	<ul style="list-style-type: none"> <li>Changing roles of HRM</li> <li>Valuing and Managing Diversity</li> <li>Environmental influences on HRM</li> <li>Job analysis and Classification</li> <li>Workforce planning and Management</li> <li>Succession management</li> <li>Emerging HRM Issues</li> <li>Evaluation of HR Programmes and Policies</li> </ul>	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
<b>Occupational Health and Safety Practices in Organisations and Disaster Management</b> <i>*Intermediate*</i>	October 17 -19, 2018	<ul style="list-style-type: none"> <li>Introduction to Disaster Management Processes</li> <li>Pre-Event-Preparation; Prevention and Mitigation</li> <li>Post-Event Response; Recovery</li> <li>Disaster Education and Information Models</li> <li>Fire Protection Management Systems for the Industries</li> <li>Industrial Risk Management Systems (Project Risks; Oil and Gas Safety; Mine Safety; Construction Safety; and Manufacturing Safety).</li> <li>Risk Management and Sustainability</li> <li>Emergency Management and Humanitarian Assistance</li> </ul>	The programme is designed for Environmental and Safety Officers, HR Practitioners and Professionals involved in Employee Relations, Board Members, Consultants, and Managers at all levels of the organization, Supervisors and Students of HR.
<b>Managing Tier 2 &amp; 3 Pension Scheme</b>	October 17 -19, 2018	<ul style="list-style-type: none"> <li>Design of Pension Scheme</li> <li>Regulator's Fiduciary Duties</li> <li>Role of Service Providers</li> <li>Scheme Administration in Employer sponsored schemes &amp; Reporting</li> <li>Employer &amp; Member beneficiaries' Role</li> <li>Investment Committee &amp; Investments of Pension Funds</li> <li>Governance, Control &amp; Auditor's Role</li> <li>Essentials of Retirement Planning</li> </ul>	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

\*\*\* Each programme lasts for three (3) days.  
 \*\*\* Time: 09:00 AM – 03:30 PM  
 \*\*\* Fee for Managing Tier 2 & 3 Pension Scheme: GH ₵1,500.00  
 \*\*\* Fee for other Programmes: GH ₵1,000.00

**Mode of payment:**

Payment for the course should be made through any networked branch of Barclays Bank into:  
**Account name:** University of Professional Studies, Accra  
**Account number:** 1824888

**Mode of Application:**

- Register on WhatsApp number 0542311990 OR
  - Visit [www.upsa.edu.gh](http://www.upsa.edu.gh) to download application form
- Complete downloaded application form and submit to:

**The Directorate**  
**Institute of Work, Employment and Society**  
**University of Professional Studies, Accra (UPSA)**  
**Opoku Ampomah Building, Seidu Mustapha Wing, Room 13,**