



THREE GREEN APPLES CONSULTING

Keeping Business Simple

TRAINING PROGRAM FEBRUARY TO APRIL 2019

Transitions

A forum to share insights and answer questions or concerns about growing and navigating the HR Career Ladder. We will cover all the things they do not tell you and all the things you need to know.

Duration: ½ day
Investment: 4,500/- inclusive of VAT
Date: **1st February**
Location: Movenpick Hotel, Westlands
CPD Points: 1

Personal Branding & Business Etiquette

Learn and practise business etiquette that enables you to present yourself with the kind of polish that obliges your clients and colleagues to take you seriously. We explore how to be appropriate in various business and social environments, to be comfortable around people and in return making other people comfortable around you, and build appropriate relationship that leave a good impression in every situation that affects you and your business. We will delve into how to be intentional in building a personal brand and how to leverage it in your engagements.

Duration: 1 day
Investment: 15,000/- inclusive of VAT
Date: 22nd February
Location: Park Inn Radisson Hotel, Westlands
CPD Points: 2

HR Metrics, Analysis & Reporting

This is a practical program that will give you an understanding of and tools to use metrics that are relevant to your organisation, design reports – HR Scorecards / HR Dashboards with the supporting analytics that allow for data-driven insights that enable the HR department to present the impact and contribution of people and the department, raising the profile and importance of human resource management in the organisation.

Duration: 2 days
Investment: 25,000/- inclusive of VAT
Date: 7th & 8th March
Location: Park Inn Radisson Hotel, Westlands
CPD Points: 4

HR Business Partner Refreshed

The role of an HR Business Partner is not always clearly defined, and consequently their contribution and performance can be difficult to determine. In this program we will focus on five areas that will not only provide clarity to the HRBP role and your contribution to the business you partner with, you also grow your personal value as an HR professional.

Duration: 1 day
Investment: 15,000/- inclusive of VAT
Date: 21st February
Location: Park Inn Radisson Hotel, Westlands
CPD Points: 2

Masterclass – Talent Planning & Acquisition

Build domain expertise in the area of planning, sourcing, assessing, interviewing and on-boarding talent into an organisation. The program is a blend of theory and practical sessions in which participants will learn, discuss and debate current thinking on the topics covered; incorporate the principles learnt and develop/update their respective policies and procedures as well as practice skillsets through practical assignments and role plays to build domain capability.

Duration: 4.5 days
Investment: 45,000/- inclusive of VAT
Date: 25th February to 1st March
Location: Park Inn Radisson Hotel, Westlands
CPD Points: 6

Job Evaluation & Grading

This is a practical program that will take you through the principles of job evaluation and an understanding of the different types of job evaluation systems. Specific training will be given on the Paterson method of job evaluation, so that you leave the training program with a practical skill that enables you to grade of roles in your own organisation.

Duration: 2 day
Investment: 25,000/- inclusive of VAT
Date: 14th & 15th March
Location: Park Inn Radisson Hotel, Westlands
CPD Points: 4



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Structuring Reward

This is a practical workshop that will take you through the principles of salary structuring and the ability to develop salary structures / pay scales. You will appreciate the theory behind the structure of the scale, as well as the technical components of pay slopes, pay ratios, ranges, and broadband pay scales. The program has a practical session in which you apply the tools, techniques, and knowledge using the features of Excel.

Duration: 2 days

Investment: 25,000/- inclusive of VAT

Date: 21st & 22nd March

Location: Park Inn Radisson, Westlands

CPD Points: 4

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A forum to share insights and answer questions or concerns about growing and navigating the HR Career Ladder. We will cover all the things they do not tell you and all the things you need to know.

Duration: ½ day

Investment: 4,500/- inclusive of VAT

Date: 5th April

Location: Movenpick Hotel, Westlands

CPD Points: 1

Contact Natasha Njoroge on: email – training@tgagroupea.com; phone: +254 (0)7997474936 for details further details / registration and or any support you need.

NITA Registration number: **NITA/TRN/773**