

HR CAPACITY

I N T E R N A T I O N A L

Trading as Keith Barends & Associates

Sign up for one of these half day workshops between 1–12 December 2008 and you get a discount of 16,5%

Register 3 or more persons from the same company and you receive a discount of a whopping 25%



PAYING A BONUS FOR WORK OF VALUE

Learning how to drive productivity and growth in your organization through effective performance management and appraisals is one of the most challenging responsibilities for the Human Resource department and management. This course explores the elements, purposes and types of performance management systems, as well as the implementation and assessment of a performance management system.

"If you don't know where you are going, then any road will take you there".



MANAGING CHANGE IN YOUR ORGANISATION

Topics that will be covered:

- Understanding Management, leadership, operations management, transformation & change management
- Importance of effective leadership in change management
- Variables in change management

SPECIFIC OUTCOMES OF PROGRAMME

- Factors that affect change
- Outcomes of change
- Good leadership in change
- What you can do?
- Understanding the "Three R's" in Organisational Development

HANDLING DISCIPLINE IN THE WORKPLACE

This skills programme outlines the disciplinary process in accordance with the SA Labour Law and explores the various steps within the

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This programme is intended for senior management, line management, supervisory staff and HR staff who are responsible for instituting disciplinary action in the workplace.

MANAGING EMPLOYEE ATTENDANCE

Areas to be covered:

- Identify the different types of absenteeism
- Identify the causes of absenteeism
- Set up systems that will enable to deal with and combat absenteeism

This skills programme is intended for HR Directors and Managers, HRD Departments of private and public organisations responsible for people development, Managers responsible for workplace skills plans and Practitioners, consultants and organisations involved in the field of learning and skills development.

SESSION DATES

16, 5 %
discount

Topic	Date	Time	Venue	Price WAS (excl VAT)	NOW!!!!!! (excl VAT)
Paying a bonus for work of value	01/12/08 & 08/12/08	08:00 – 12:00	Best Western Conference Centre	R599, 00	R500, 00
Managing change in your organisation	02/12/08 & 09/12/08	08:00 – 12:00	Best Western Conference Centre	R599, 00	R500, 00
Handling discipline in the workplace	03/12/08 & 10/09/08	08:00 – 12:00	Best Western Conference Centre	R599, 00	R500, 00
Managing Employee Attendance	04/12/08 & 11/12/08	08:00 – 12:00	Best Western Conference Centre	R599, 00	R500, 00

*** Please note: These prices exclude VAT**
Dates subject to 10 or more delegates' registration

For more information contact Gayno (021) 418 6700 or info@hrcapacity.co.za

To register, complete the attached registration form and fax to 086 619 9429

SPEAKER'S PROFILE

Keith Barends has extensive experience in the field of Human Resources Management. He is registered with the South African Board of Personnel Practitioners CHARTERED HR PRACTITIONER

Keith is the Chief Executive Officer of an established HRM, HRD and Employee Relations consultancy practice by the name of Human Resource International t/a Keith Barends and Associates specializing in the fields of:

Strategy, Change and Competencies
Organisation Development
Labour Relations

Organisation Development
Labour Relations
HR Best practices
Assessment and development of Managers and Professionals
Potential & Performance Management & Management Development
Counseling and Coaching.

TESTIMONIALS

“Very interesting and informative course – Thank you”
Jacques Maree - Entilini Operations

“I would just like to thank Keith who I think was excellent and a very engaging facilitator. The course content was well put together and highly relevant to my line of work, I will definitely apply a lot of it to my work processes.”
Carol Ojwang - UCT

The programme was insightful and extremely well facilitated. You had a great understanding of the content and the subject in general and related well to practical examples.
Grant Titus - Mind Magic Consulting

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