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**N40,000.00
PROMO!**



A dynamic Training and Consulting Outfit in Nigeria

HUMAN RESOURCE MANAGEMENT (aPHRI/PHRI/SPHRI) CERTIFICATION COURSE, LAGOS.

INFORMATION PACK

2020



VENUES:

**LAGOS: 2ND FLOOR, LARUSH BUILDING, 30A OPEBI ROAD, BESIDE
CHRISLAND SCHOOL, OPEBI, LAGOS.**

**ABUJA: HPS SUITE 323, LOZUMBA PLAZA, OPPOSITE GSS BEHIND UTC,
GARKI, AREA 10.**

DATES

www.atcpm.com

TABLE OF CONTENT

TABLE OF CONTENT	2
INTRODUCTION	3
Objectives of our Training programs	3
Mission.....	3
HR MANAGEMENT TRAINING OVERVIEW	4
Course Description	4
Who Should Attend.....	4
Course Content.....	4
Programme Benefits.....	5
Training Pack	5
TRAINING CALENDAR	5
COURSE INFORMATION	6
HOW TO REGISTER	7
CONTACT US	7

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INTRODUCTION

Astute Trainers and Consultants® (ATC) is a dynamic training and Consulting firm based in Lagos Nigeria. Professionalism, Quality Delivery, Integrity and Innovation are at the center of who we are. The need to meet varying training needs in Nigeria and Africa is the driving force of the firm. Most renowned organizations in the world do invest heavily on capacity building and the rewards of such investment are witnessed by all. Many organizations and individuals are really coming to terms with the need to have a work force that can translate the organization's ideas to reality.

We offer HR training that help organizations and individuals key into best HR methods and techniques.

Objectives of our Training programs

Our training methodology has two basic objectives:

1. To help Individuals and corporate organizations build HR Management capacity and gain industry relevant exposures which contribute significantly to their level of productivity.
2. To help individuals understand and pass the HR certification exams.
3. To help HR Practitioners gain necessarily skills in the use of HR Management Information System tools.

Mission

To help professionals and organizations achieve their goals and aspirations through the provision of world class capacity building programs.

HR MANAGEMENT TRAINING OVERVIEW

Course Description

This HR Management training is tailored towards imparting global HR Management best practices on participants. The training brings to the classroom real life scenarios, Contemporary HR management templates, tools and techniques that help participants to easily apply such in any field of endeavor.

The training is conducted in line with the **aPHRI/PHRI/SPHRI** curriculum and thus adequately prepares participants for the certification exams.

Who Should Attend

This HR management course suits:

1. New and experienced HR staff
2. HR Managers or individuals considering a certification in HR Management
3. Individuals who intend on kicking off a career as HR Management practitioners
4. Individuals who want career diversification and thus need to learn how to manage and channel organizational resources successfully.

Course Content

Module 1

Introduction and course overview

What is HRM?

HRM Processes

Strategic HRM and it's components

HR Administration/HR Service Delivery

HR as business Leader

Skill Areas of HR Practitioners

HRM and the working world

Organizational structures

HR and Change Management

Module 2

Recruitment and Selection

Techniques in Recruitment and selection

Skills inventory

Cost per hire and HR Turnover rate

Labour demand forecast

Establishing Salary structure

Staff Retention and Talent Management

Employee Relations and Communications

What is Employee Relations and Communications?

Fundamental issues in Employee relations and communication

Staff Engagement and Team Building

Stages of Team Development

Compensation and Benefits

Meaning of Compensation and Benefits

Components of C & B

Approaches to C & B

Module 3

Performance Management

What is Performance Management?

Stages of Performance Management

Performance measurement and Organizational Development

Training and Development

Training Needs assessment

Training and Development cycle

HRM and HSE

Incorporating HSE into HR administration

Programme Benefits

- ❖ HR Management skills Position you for promotion
- ❖ You can dictate the success of an organization as an HR Manager
- ❖ You can Increase your earning potential with HR Management credentials
- ❖ Opportunity to become seasoned professional in your field.
- ❖ Gain competitive advantage over your colleagues either as a fresh graduate or as an experienced professional
- ❖ Significantly improve your career profile and resume
- ❖ You can command higher salaries with HR Management credentials

Training Pack

- Customized training materials (Books, Slides and CBTs)
- PHRi/SPHRi exam prep materials
- Certificate of completion
- Profile/CV development
- Exam Simulations
- **Lunch**

COURSE INFORMATION

INFORMATION	TRAINING OPTION
Duration	4 Days
Weekend	
Weekday	
Time	Weekend: Sat 10am – 4pm Sun 12noon – 5pm Weekday: 10am – 4pm
Fee	N40,000.00

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OPEBI, LAGOS.

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(Fee is Inclusive of training materials, Certificate and Refreshment)

PAYMENT MODE

Pay to:

Account Details:

Bank – Guaranty Trust Bank

Account Number – 0107872158

Account Name – Astute Trainers and Consultants

Call 07038618751 or 07016727467 for registration details and further information

HOW TO REGISTER

1. Make payment before deadline date(s) as applicable
2. Email your name, phone no, amount paid and location of payment to contact@atcpm.com or astutepm@gmail.com
3. Once payment has been confirmed, you will receive an e-receipt in your email address and sms confirming same.
4. Commence your training at ATC® designated venue on your preferred start date.

SCOPE OF TRAINING DELIVERY

The scope of this training is fully exhaustive. The training is classroom based and it will include the use of real life project scenarios and case studies that will help participants to fully understand and apply project management techniques to any project. The training deliverables is highlighted in the table below:

S/N	Training Deliverables	Availability
1	Training on HR Management Processes	√
2	Training on HR best practices	√
3	Use of real life scenarios/case studies	√
4	Template work	√

CONTACT US

For further information and enquiries:

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Follow us on www.facebook.com/astutetrainersandconsultants

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