

HR Solutions and Services wishes to introduce to you the Company and 2 of her flagship courses.

The Company, HR Solutions and Services Limited, is a new one focused at Human Resources, Project and Change Management consulting.

The Flagship Courses:

I, Qualitative and Quantitative Target Setting. 1days.

The Course:

It is imperative for every organisation to have a comprehensive overall goal and objective. The attainment of these goals and objectives are determined and depends on the ability of the Management Group and all those who are responsible for the day to day running of the organisation to set quality and attainable targets, which may be short medium or long term in nature. The quality of the target determines quality and efficiency of attainment of the set goals and objective. This course is therefore a must for every forward looking and progressive organisations. It is designed to sharpen the skills of the participants. It will enable them to set personal and organisational goals and targets. It will assist the participants to appropriately assess and evaluate their subordinates as required in the new Annual Performance Evaluation Report Form (APER) of Federal Government. The programme bears in mind the imperative need for staff to set the years plan particularly after a reorganisation and or structural revive.

Target group:

All Management Staff at the Directorate and Supervisory levels that are in involved in management of persons and materials. Any staff who has not attended a similar course before will immensely benefit from the programme.

Course objectives:

- To develop Target setting skills in staff and supervisors.
- To create awareness of the importance of both work related targets and personal development targets.
- Understand the links between individual and organisational Targets.

Learning Objectives:

At the end of the course, the individual will be able to:

- Understand the organisation's objectives and targets;
- Understand the relationship and importance of both work targets and personal development targets;
- Derive work and personal development targets from the organisation's business plan or objective; and
- Evaluate Targets and review the process of target setting.

- Methodology:** Course instruction and practical work.
- Fee:** N 65,000.00 per participant.
- Date:** To be discussed.
- Venue:** To be discussed. However it is pertinent to note that the course is in-house and all arrangement about the venue will be borne by the client after it has been agreed upon.

II, Performance Management Course. 2days

The Course:

The course is primarily designed to build and sharpen the capacity of the participant in performance evaluation process. Their ability and knowledge of human and materials management will be increased. Their interactive and communication skills will be improved. This course is particularly relevant when there is a change in the process of Performance management or when the organisation wants to reinforce the process. The Course is recommended as a rider to the Target Setting Course.

Target group:

All Directorate Staff, Line Managers and Supervisors involved in management of persons and materials. All staff that benefited from our Target Setting Course.

Course Objectives:

- Develop skills in Performance evaluation process
- Increase knowledge of the basic principles of Performance management
- Expose candidates to the relationship between performance and reward using the in house policies and processes.
- Develop communication skills required for performance appraisal process

Learning Objectives:

At the end of the course participants will:

- Have a deeper appreciation of the principles of performance management
- Have a better knowledge of the in house performance management process.
- Be able to go through performance appraisal with more objectivity
- Be able to understand better the relationship between reward and performance.
- Develop better communication skills to be applied to performance appraisal discussion

Methodology:

The course will be made up of Lectures and role playing. It will involve the use of in house processes and general principles of all the steps involved in Performance management.

Fees: N 55,000.00 per participant.

Date: To be discussed.

Venue: To be discussed. However it pertinent to note that the course is in-house and all arrangement about the venue will be borne by the client after it has been agreed upon.