

HR for Line Managers

by Zafar Osmani

2 Day Workshop: 1st & 2nd November 2017

Overview

- Equips the Line Managers with essential skills of HR processes and people management. HR functions generally fall in strategic and operational roles. HR predominantly manages most of the strategic part while the line management is responsible for the operational side.
- Emphasis on the need for the line management to take greater ownership of day to day HR process management e.g. performance management; leave plan implementation including study leaves/ approvals; interdepartmental transfers; promotions, recommendations; employee engagement; coaching and mentoring; handling of employee grievances and disciplinary situations.
- Builds people management into a collaborative process between HR and line management to enhance the overall effectiveness of the human resource management across the organization for enhanced performance of employees as well as organization.

Training Methodology

Primarily based on exercises, role plays, group discussions & presentations

Day 01

- > Program Objectives and Expectations
- > HR Value Creation For KE/ LM
- > LM and HR as Business Partner:
 - How can HR be an Effective Business Partner?
- > HR and LM Issues: including Exercise
 - HR Gaps / Reasons & Solutions & Presentations
- > Recap of the Day

Day 02: Focus on Best Practices, Role Clarification & Way Forward

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| > Recap of Day 1 | > Succession Planning |
| > Review HR Process: <ul style="list-style-type: none"> - Core HR Policies / Processes | > Building a Better Understanding and Role Clarification <ul style="list-style-type: none"> - Service Level Agreement (SLA), SLA Cycle, SLA Sample, Planning |
| > Recruitment and Selection | > Development Interventions |
| > Performance Management | > Personal Action Plan |
| > Training and Development | > Wrap Up |
| > Counseling, Mentoring & Coaching | |
| > Discipline and Grievance Handling | |

Who Should Attend?

This program will benefit any managers or supervisors who have the responsibility for managing people. It is also appropriate for HR professionals whose experience has been in a single functional area or for managers who want an introduction to human resources.

Facilitator's Profile



Zafar Osmani is a renowned business professional with vast management and leadership experience, spanning over a period of three and a half decades. He is expert in strategic HR interventions aimed at enhancing organizational effectiveness. He is engaged in advising & training, locally as well as abroad, in the domains of HRM, Leadership, Organization Designing, Capacity Building, Institutional Transformation and Change Management, Rationalizing Staff Structure, Business Process Reviews, Training Needs Analysis, Job Evaluation and Job Profiling etc. During his long professional career, he had been associated with a number of well-known organizations where he held senior-level positions like Member, Head, Director and SEVP, these organizations include, KESC, HBL, FBR, Pak Kuwait Investment Co., Meezan Bank, American Express Bank, Gulf International Bank, Exxon Pakistan, Ministry of Finance etc. At present, he is CEO of Excelerate (Pvt.) Limited, where he has been providing management consultancy and HR Advisory services to various public and private sector organizations. In addition, he has also participated as a guest speaker in various organizations in Pakistan, India, Sri Lanka & Bangladesh.



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From 10:00 a.m. to 04:30 p.m.
at Royal Rodale Club, Phase V, DHA, Karachi



Management Association of Pakistan

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ADMINISTRATIVE INFORMATION

| Registration Fee* | Early Bird Fee (Register by) 18 th Oct 2017 | Regular Fee (Register after) 18 th Oct 2017 |
|---|--|--|
| MAP Institutional Member | Rs. 23,000/- | Rs. 27,000/- |
| For two or more Institutional member nominations | Rs. 21,500/- | Rs. 24,500/- |
| MAP Individual Member | Rs. 16,500/- | Rs. 18,000/- |
| Student Member | Rs. 8,000/- | Rs. 9,000/- |
| Non-Member | Rs. 24,500/- | Rs. 28,500/- |

*Includes: MAP Certificate, Printed Course Material, Lunch & Tea.

Registration:

Registration to be confirmed only on receipt of cheque in advance

- Cancellations or substitute nominees acceptable up to 48 hours prior to the event.
- Early bird discount can only be availed if payment is made before the day of event. Otherwise, invoice will be reissued at Standard Fee.
- Please complete the Registration Form attached here to along with a crossed cheque for the applicable fee, in favor of Management Association of Pakistan, to be sent to MAP's address given below:

For Direct Transfer:

- Acct Title : Management Association of Pakistan
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