



management excellence®

HR for Line Managers

May 11th & 12th 2010

Hotel Best Western, Islamabad

Timings: 8:30 am to 5:00 pm

Course Overview

This two day HR for Line Managers workshop has been designed specifically for those staff who are non-personnel specialists.

Suitable for managers who have people management responsibilities, this course provides a practical overview of the legislative framework affecting the management of people across a variety of contexts such as recruitment and selection, performance appraisal, discipline and grievance and termination of employment.

What you will learn

At the end of the course delegates will be able to:

- Understand the role of the line manager in delivering added-value HR
- Understand the impact of relevant legislation in the workplace
- Contribute effectively to a recruitment and selection campaign
- Undertake and manage as an ongoing responsibility, the control, discipline and motivation of employees

Training Methodology

The programme will be delivered by a blend of different methods including classroom lectures and printed material giving participants a sound knowledge and understanding of the theory and practices.

Registration & Payment Options:

Email:
management.excellence@gmail.com
Visit:
www.management-excellence.org
Contact:
Ms Raadia Khan (92 302 5374247)

Send your Bank Draft /PO in favor of
Management Excellence
94 – C, Westridge – II,
Rawalpindi 46000
Pakistan
(NTN #: 112 6765)

Workshop Particulars

Workshop Date
May 11th & 12th, 2010

Registration Deadline
May 5th 2010

Timing
0830 hrs – 1630 hrs

Investment per participant
Rs. 25,500/-
(including workshop ware, meals and certificate)

For online **REGISTRATION** visit
www.management-excellence.org

1. Withdrawal of participation accepted only 06 days prior to working date.
2. 25% deduction as processing charges after that.
3. No refund will be made one day earlier or on the date of workshop.