



Institute for Capacity Development

Suite 3B, Third Floor, Capital Centre Building, Werner List Street, Windhoek, Namibia;
PO Box 10193, Khomasdal, Windhoek, Namibia;
Phone: +264-61-401445; Fax: +264-61-401446; Cell: +264-81-3866883; Cell, +264-81-4219013;
Email: enrol@icdtraining.com
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Public Service Human Resources Planning and Management

Course Objectives

On completion of the course participants should be able to:

- Link the HR function to public service delivery
- Draw up training needs
- Design a recruitment and selection process appropriate for the organization
- Link recruitment to the organization strategic plan
- Develop Professionalism in the HRD function

Target Groups

- Human Resources Managers
- Senior HR Officers
- Administrative Officers
- HR Officers
- Staff Welfare Officers
- Senior Managers and Administrators

Course Outline

- Management principles in public institutions
- The role of the Hr function in public service delivery
- HRM functions and activities
- The individual and the organisation
- Strategising, structuring and planning in HRM
- Change management strategies in HRM
- Job and organisation design
- Workforce planning – job analysis
- Establishing employment relationship
- Recruitment policy and procedures
- Employee development
- Leadership development
- Appraising and managing work performance
- Grievance handling in public service
- Team building and management
- Training and developing employees
- Health and safety at work – HIV/AIDS policy and management, complying with safety procedures
- Managing transformation and change
- Computer application
- Action Planning

Dates: 19th – 30th July 2010

Duration: 2 Weeks

Course Costs: US\$3150

Venue: Windhoek, Namibia



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Application/ Nomination Form

Organisation _____

Department _____

Email address _____

Postal address _____

Phone numbers

Course Title/ Code _____

Attendance Month/ Dates

	Surname	First Name	Position	Email
Delegate 1				
Delegate 2				
Delegate 3				
Delegate 4				
Delegate 5				
Delegate 6				

Attach a separate list in cases where the delegates are more than six (Applications can also be submitted online or by email).

Expected Benefits from participation

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Authorised Signature: _____ Position _____ Date: _____