



A Human Resource Consulting Company



A KENYAN COMPANY WITH GLOBAL EXPERTISE



...in partnership with



OUR TRAINING COURSES



1 Use of Psychometric Assessment Tests ● for Talent Management

Course is aimed at: HR Executive, HR Staff, Business Executives and Line Management

Contents

- Effective use of Competency Assessment Tests
- Use of Competency Assessment tests on the whole HR Management life cycle
- Identifying and developing the right talent
- Use of assessment test reports for recruitment & selection, coaching, leadership development, team effectiveness, succession planning, talent pipeline, sales development and conflict resolution

This training leads to PDA International Certification and Accreditation



2. Career Paths & Succession Planning

Course is aimed at: HR Executive, HR Staff, Organization Development Specialist, Business Executives and Line Management

Contents

- Need for Career Path
- Principles of Career Paths
- Link between Career Paths and Job Evaluation
- Purpose and Need for Succession Planning
- Principles of Succession Planning
- How Career Path Integrate with Succession Planning
- Compile a simplified Career Path to facilitate success to a development

3. Performance Management



Course is aimed at: HR Managers, HR Specialist and Line Management

Contents

- Various performance management systems
- How to set targets
- Review performance targets
- How performance management is linked with business strategy, performance based pay and remuneration strategy
- Set value adding objectives and standards of performance that are aligned with the strategy and that they are measurable.
- Gather data to measure actual performance against objectives
- Empower staff to take their responsibilities for their performance.
- Communicate meaning fully with staff throughout the year on performance and give and receive feedback
- Identify and diagnose performance problems and take corrective action
- Prepare and run effective performance effective appraisal meetings
- Link performance to rewards motivate staff and achieve business objectives

4. Remuneration for HR



Course is aimed at: HR Generalists, HR Specialists, Executives, Learners and General Staff

Contents

- What a job profile is and types of profiles
- Job Evaluation - overview, different systems and evaluation guidelines
- Salary structuring - overview, paycales and their application
- Surveys - the various types and applications
- Total Package - overview and benefits
- Performance Management and Performance Related Pay - overview, application and considerations when of linking pay to performance
- Variable Pay - Overview, Long-Term and Short-Term Incentive Design Principles
- Employee Engagement including Career Pathing - overview, application, benefits and options
- Remuneration Strategy - overview applications, benefits and options



5. Remuneration Strategy & Policy

Course is aimed at: Human Resource Executives, Remuneration Staff

Contents

- Determine the company's current remuneration strategy
- Assess the company's business goals
- Determine whether the remuneration strategy matches the company's business goals
- Revise where necessary the current strategy
- Implement the new strategy in the most effective manner for the organization

6. Job Evaluation

Course is aimed at: Job Evaluation Panelists, HR practitioners, Line Management and Shop Stewards

Contents

- Understand the fundamental principles of Job Evaluation
- Understand the role of the Job Evaluation committee
- Compare the various Job Evaluation systems
- Understand the theory and principles of Job Evaluation methodology
- Understand the basic principles of the other Job Evaluation systems
- Competently evaluate jobs using online Job evaluation methodologies

- Real life examples of job evaluation
- Correlation tables for Paterson job evaluation and other job evaluation methodologies e.g. Hay, Peromnes and others

7. HR for the Non - HR Manager

Course is aimed at: Executives, Line Managers

Contents

- Understand your role as a HR Manager
- Strategic Human Resource Management
- The Employee Life Cycle
- Best practice in recruitment and selection
- Managing Performance for Excellence
- Best practice in Orientation and Integration
- Coaching Mentoring and Succession Planning

8. Recruitment & Selection

Course is aimed at: Executives, Line Managers, HR Managers

- Best practice in the recruitment & selection process
- Competency Based Recruitment
- Linking competency selection to organizational strategy and organization culture
- Best Practice Interview structure
- Preparing for competency based interviews
- Making the final selection - influencers



"The training offered an opportunity to deepen my knowledge of reward and importance of a pay structure in the organization"

Rose Wahome, Human Resource Manager- UAP Insurance Kenya

"The training was an eye - opener in terms of how to develop a pay structure for our organization and the trainer used practical examples e.g. excel worksheets to demonstrate concepts"

Kerry Francis Ochang, Principal Officer - Reward and Policy Safaricom Ltd

"From the training I understood that a pay structure can help our organization to improve on competency and skill acquisition"

Susan Onyach, Compensation and Benefits Manager Airtel Kenya

"The training elaborated on the various factors influencing pay structuring in an organization"

Naomi May, Human Resource Director- Strathmore University

"The facilitator took us through factors to consider when designing a pay structure for our organization and how to develop and implement the structure"

Jamila Nthenge, Human Resource Manager - Innscor Kenya Ltd

"From the training I was able to understand how to interpret different salary surveys. What I liked about the training is that the facilitator was well equipped in terms of knowledge especially pay management"

Felister Sakwera, Human Resource Specialist- MTN Business

"Salary structure must be equitable within the company and competitive within the industry"

Brenda Muteteri, Human Resource Manager- Crystal Ventures Ltd Rwanda

"A pay structure in the organization clearly shows pay opportunities, career ladders, career movement and internal equity"

John Njane, Human Resource Manager - Strathmore Business School

Nita Certified

Virtual HR is certified by the *National Industrial Training Authority (NITA)* as a training provider.

The Certification Number / Reference Number is DIT/TRN/785.

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