

5-Day DEDAT Advanced Small Micro Enterprises (SMEs) Training Programme

for

100 small micro enterprise business owners

November 2018 – March 2019

Day 2

<b>Timing</b>	<b>Activity</b>	<b>Focus area / Objective / Outcome</b>	<b>Presenter</b>
08h00 – 08h45	Registration	<b>Human resources</b>	Nadia Mason
09h00 – 09h15	Welcome		Nadia Mason
09h15 – 10h30	Session 1 Presentation of pre-workshop design templates and purpose	Human resource systems, policies and procedures	All
10h30 – 10h45	Tea break and leg stretch		
10h45 – 11h30	Session 2  (Practical training and guidelines)	Building relevant and supportive HR practice recruitment, selection, assessment and induction	All
11h30 – 12h15	Session 3  (Practical training and guidelines)	Performance management, employee wellbeing and Organisational health and safety	All
12h15 – 13h00	Lunch		
13h00 – 13h45	Session 4  (Practical training and guidelines)	Staff motivation	All
13h45 – 14h30	Session 5 (Practical training and guidelines)	Rewarding incentivising and retaining employees	All
14h30 – 14h45	Tea break and leg stretch		
14h45 – 15h30	Session 6  (Practical training and guidelines)	Importance of delegation, delegation techniques Group dynamics	All
15h30 – 16h30	Reflection and presentation of outcomes of the day  (Practical training and guidelines)	Setting effective human resources structures  Organisational development in HR practice	All
16h30 – 16h45	Closure and way forward		Nadia Mason