

# TRAINING ON EFFECTIVE HR PLANNING, RECRUITMENT, SELECTION & INDUCTION

09th - 13th April 2018, 8:30 A.M. - 04:30 P.M. at Nashera Hotel, Morogoro



Workforce planning is one of the most important issues that human resources professionals are talking about today. It also helps you anticipate changes such as the introduction of a new technology or the sudden resignation of a key employee and address them with no disruption to the normal flow of operations in the organisation.

## COURSE HIGHLIGHTS

- The Recruitment and Selection policy and legal issues
- Effective Human Resources Planning
- Managing Talent Pool
- Recruitment and Selection process
- The art of Effective Interviewing skills
- Competence based Interviewing
- Effective Employee Socialization Plan
- Effective Human Resources Evaluation
- Skill Development Plan
- Reward and Benefit Plan
- Process Evaluation and Reporting

## TARGET

- CEOs and General Managers
- HR Directors, HRBPs
- Line Managers
- General HR Practitioners and Administrators
- Learning & Development Managers
- Finance & Administration Managers
- Consultants and Business owners

## WHEN?

09th - 13th April 2018, 8:30 A.M. - 04:30 P.M.

## WHERE?

Nashera Hotel, Morogoro

## COST:

**Members:** TZS 1,000,000/= per participant.

**Non-Members:** TZS 1,200,000/= per participant.

**Note:** All fees are VAT Inclusive

The fee will cover tuition fees fees, training materials, refreshments, lunch and a Certificate of Competence.

NB: Kindly note that training fee has to be paid in advance by cheque or through Electronic Funds Transfer (EFT), or Cash Deposit at the Bank or at ATE offices in Dar es Salaam, Mwanza or Arusha.

## OUR BANK DETAILS

**Account Name:** Association of Tanzania Employers

**Account Number:** 011103015899

**Bank:** National Bank of Commerce Ltd

**Branch:** Corporate Branch, Dar es Salaam

**Swift Code:** NLCBPZTXXX

NB: When making payment, kindly indicate your company name, training title & participant name.

Training registration form should be received at least **1 week prior** the training date.

## GROUP DISCOUNT



### Members and non-members

3 to 4 delegates - 5% discount

5 to 9 delegates - 10% discount

More than 10 delegates - 15% discount



We are also here to ease your burden of sending all officials away from business, kindly let us know if you would like us to deliver this training to your door steps and we will do a convenient arrangement for you.

Contact Us →



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