

20-22 June 2016, Pearle Beach Resort & Spa, Wolmar, Flic En Flac, Mauritius

Team SYNthesis (Mauritius & Africa) Ltd is pleased to invite you to attend an intensive **Human Resources Management Masterclass** on 20-22 June 2016 at Pearle Beach Resort & Spa, Wolmar, Flic En Flac

In the ancient times, when money and machinery did not even exist, a very important resource that worked was "Human". Since then, till today, nothing is able to triumph or replace significance and importance of "Human" as a

An organizational workforce also consists of humans which is indeed indispensible. Organizations cannot work without workforces. As we all know, each organization performs a variety of functions for its identity and viability in the market. Strategizing, Production, Accounts, Sales or Marketing, every function requires people to be actively present in it. Needless to say, all the organizations in the world are running because there is a resource called "Human Resource". These Human Resources in organizations are well known as "Employees "or "Talent". Undoubtedly, Human Resources or the Employees are the backbone of any organization .

Human Resource Management is a function that a team of people perform. These people work as Human Resource Executives or Managers and take care of all the employee related functions like Recruitment, Selection, Training, Development, Compensation, Behavior Management, Retirement and also Termination. Precisely, the entire tenure of an employee in an organization is managed by the HR Team. The major goal of this team is to maximize profit by effective utilization of employees.

The HR of any organization acquires the employees (talent) from the market, train them as per the organizational need and then utilize them optimally for maximizing the returns. If an employee is well trained for carrying out the work in a best possible manner, it can turn out to be the wisest investment done by the company. Training keeps the employees motivate as it helps in upgrading their skills which comes handy in future and also keeps them from losing track. The company provides them training because they know that motivated and talented employees are very crucial for the success of the organization.

This highly interactive and intensive training Masterclass provides attendees with the latest practices, tools and techniques. Our format combines real-world practical case study examples, hypothetical scenarios, group exercises and tutorial style presentations with a focus on collaborative and interactive learning, including 1-1 re-

At the end of this Masterclass, the participants will not only know of Plan Time Management, Plan Schedule Management, Define Activities, Sequence Activities, Estimate Activity Resource, Estimate Activity Durations, Develop Schedule & Control Schedule but will also acquire Masterclass best practices & leadership techniques to makeon-Time Deliveries a reality.

Target Audience:

This course aims at empowering the Program managers, Project managers, Operations managers, Senior Engineers, Team Leaders, managers and others who want to apply best practices for Quality Management. This is the <u>sixth</u> of 10-part knowledge areas to develop high performance teams that can drive initiatives to success-ful completion and obtain the desired organization outcome. Certified PMs will find the missing links in their PPM practices and relish its inherent challenges.

The course is very demanding, inevitably it will force the participants out of their comfort zone in order to climb the next S-curve. All participants should have a laptop (with WIFI Connections) in order to take part in the exercises and read the course notes provided in PDF format.

About the Chief Instructor:



Mr. Tan is the founder and CEO of Team SYNthesis and Business Technovise International (BTI), a strategic services firm specializing in Business / IT Strategy, Pro-gramme & Project Management (PPM) of large systems and business process integration projects. Prior to BTI, Mr. Tan was the managing partner, Andersen Worldwide managing the consulting practice

in Mauritius, Madagascar, Kenya, Malawi, Tanzania and Uganda. Mr. Tan, an ASEAN scholar and a FirstClass Degree holder from Imperial College, UK, has more than 30 years of consulting experience in financial services industry, helping MNC clients in Business IT Strategy Formulation and Implementation, Business Process Reengineering, Programme and Change Management, Performance Management and, e-Commerce strategy and Implementation. He was pre-viously the Vice President, Technology of Citibank N.A, Singapore.

Mr. Tan was conferred the (CITPM, Senior), the National IT Singapore Project Management Certification on 26 November 1998. Based on his professional work in Singapore, Mauritius and Africa, he was independently nominated and admitted to the International Who's Who of Professionals for 1999. Mr. Tan also sits on the Board of Assessor for the Singapore National IT Skills Certification Programme – IT Project Management since its inception.

He is also a Fellow Member of the Singapore Computer Society and has been listed on the "SCS Roll of honour" in recognition and appreciation of his valuable support and contribution to the Society. Mr. Tan has given Project/Programme Management Confer-ences, workshops and training sessions to more than 5,200 PMs worldwide and has successfully completed assignments in more than 63 countries. Mr. Tan is also a Mauritius SAPES recipient & invited member, Honorary 300 of the Singapore National Infocomm Registry for ICT Professionals 2011-2013.

(230) 454 6730



DAY ONE - Monday (08:30 -19:00) 08:30-12:30

Human Resources Management

- What is Human Resource Management?
- Strategic Role of HRM

Goals of HRM

- Competitive Strategy
- Federal Legislation
- Societal Trends

Changing Nature of Careers

Attracting an Effective Workforce

Developing an Effective Workforce

- Training and Development Methods:
- Promotion from Within

Developing an Effective Workforce

- Performance Appraisal
- Maintaining an Effective Workforce

Design of Wage and Salary System

- Point System
- Pay surveys

Organizational Theories

- Autocratic
- Democratic
- Laissez faire
- Exceptional

PPM Tool

13:00-19:00

HR Management – The Best Practices

Computer Based Testing (CBT) 1

Course Work (PMP) 1

Group Work 1

PMBOK Process Groups & 10 Knowledge Areas -

- Integration (how it is impacted)
- Scope (how it is impacted)
- Time (how it is impacted)
- Cost (how it is impacted) Quality (how it is impacted)
- Human Resource (direct)
- Communications (how it is impacted)
- Risk (how it is impacted)
- Procurement (how it is impacted)
- Stakeholder (how it is impacted)

1st IGS Leadership Speaker

DAY TWO - (08:30 -19:00)

Review & Discussion on CBT, Course Work & Group Work Organization Structure – Strengths & Weaknesses **Resources Charts**

- Resource breakdown Structure
- Responsibility assignment matrix chart
- RACI chart

HRM Goals Attract an effective workforce

- HRM planning
- \Diamond Job analysis
- \Diamond Forecasting
- \Diamond Recruitina
- Selecting \Diamond

Maintain an effective workforce

- \Diamond Wage and salary
- \Diamond **Benefits**
- \Diamond Labour relations
- Termination

Develop an effective workforce

- \Diamond Trainina
- \Diamond Development
- \Diamond **Appraisal**

HR Planning

- \Diamond Retirements
- \Diamond Growth
- \Diamond Resignation

Choose Recruting

- \Diamond Want ads
- \Diamond Headhunters
- \Diamond Internet

Select Candidate

- \Diamond **Application**
- \Diamond Interview
- \Diamond Tests
- \Diamond Point System
- \Diamond Pay surveys
- Pay-trend line

13:00-19:00

Practical Sessions

HR Management – Beyond Best Practices

Computer Based Testing (CBT) 2

Course Work (PMP) 2

Group Work 2

2nd IGS Leadership Speaker

1-1 Planning Review

DAY Three - (08:30 -19:00)

09:00-10:30

Group Work 3 (Presentation) Computer Based Testing (CBT) 3

13:00-19:00

3rd IGS Leadership Speaker

Human Recourses Management – The Masterclass Approach

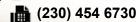
Certificate of Attendance Presentation & Closing



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The 3-day PLC Masterclass has helped me to critically assess my roles in my organization. Being very focused, I had always thought that I was doing my job with the best approach. But, after the PLC Masterclass, I am equipped with new practical techniques which would enable me to do my job even better, for my benefit, my staff and my company. As

a leader, over and above skill and competence, humility is very important to make the difference, have the winning edge and makes it happen...

Francois CHONG TSANG FEE AH QUNE, Manager Maintenance Planning, Air Mauritius Ltd



The PLC Masterclass has driven me back into the inspired mood of the 5-day PLC. This Masterclass, however, is more in-depth and covers each knowledge area comprehensively. The Masterclass has given me more useful tools which I can, not only use in my work, but also in my day-to-day life. Overall, I am very satisfied and will certainly encourage my

colleagues & friends to attend the future Masterclass series... Beenou MUNGRA-RAMPARGASS, Human Resource Manager Livestock Feed Ltd



I have recently been posted in the Quality Department in my company. I was unaware of the terms used. Now after the Masterclass, I am well equipped to do the Quality Assurance & I am well versed with the 'Quality terms'. The concepts/ideas presented will be very helpful to me to apply in my new job. Overall, I am satisfied with this 3-day PLC Masterclass Workshop...

Mirella MALHERBE, Assistant Administrative Officer, Financial Services Commission



Very good knowledge was imparted to us, with more details, techniques & templates to enable one to perform better in his daily work. I will certainly used these techniques to achieve better targets for my company. Overall, I am satisfied with this 3-day PLC Masterclass Workshop...

Yasdeo RAWOTEEA, Head of HR Management, Cum Head of Electronic Banking, MPCB



The 3-day PLC Masterclass was very interesting and I learnt new techniques which will help in practice. Communication plays a vital role in my job & it is good to know how to handle it. In the PLC Masterclass, I learnt how to conduct presentations the right way. It will certainly be very helpful for me...

Amit JUGGURNATH, IT Manager **Central Water Authority**



Apart from being an invaluable knowledge enriching experience, the Masterclass on Risk Management has broadened my views and has enhanced my way of doing things. Managing risk is a daily activity for all of us. In general, we all have a general idea of risk management and mitigation but this 3-day Masterclass brings out this practical and real aspects, especially in the context of running a business. Investors are always

worried about multiplying their wealth, directors about their paychecks, creditors about payment on time and so many constraints exist in real life. However, this Masterclass shows us how to identify, address and mitigate risks such that no issue is left unresolved thereby, satisfying all stakeholders. Masterclass is definitely the enlightenment! Ashwini Salabee



Being at the level of management, all the scopes are of great interest to me. On a personal point of view I also find that all the scopes are important for any deliverables in any field of activity. Overall, I am satisfied with this 3-day PLC Masterclass Workshop. The class was really interesting and all the modules are directly applicable to the different functions for

the deliverables in our company. On the whole, I must say that the approach with all the details were very good for the understanding of the course...

Ludy RAMALINGUM, Managing Director, DCL



The PLC Masterclass has completely taken me out of my comfort zone. Now that I have acquired a lot of practical techniques, I will certainly put them into practice as from tomorrow. The Masterclass made me realize that I have not reached the summit yet. I will definitely set another dream for my students tomorrow. The Masterclass journey has come to a quick

end but created 2 major changes in me (both personal & professional). I would also testify that the Masterclass is tougher than my PhD ...

> Mahend GUNGAPERSAD, Rector, Rabindranath Tagore Secondary School



The 3-day PLC Masterclass was very insightful. I have learnt many techniques & terminologies which will allow me to compartmentalize the steps and activities in my project procurement plan. What I acquired in the Masterclass will be very useful in building up my knowledge and helping me in putting theory into practice. Besides, it is always a pleasure to attend the PLC Masterclasses...

Eric Tailly, Project and Engineering Manager DRBC Milling Co Ltd, Alteo Group



After the 5-day PLC course, I thought I had gone through everything. But, life is a learning process. The 3-day PLC Masterclass was a good refresher course on each knowledge area topped up with real-life experience. I acquired new skills which I will put into practice as from tomorrow ...

Ken Arian, Manager Business Projects Harel Mallac Technologies Ltd



I have learnt a lot in this Masterclass. I will have to apply everything that I have learnt in my day-to-day work & make things better. I will certainly recommend my colleagues/friends to attend the Masterclass in the future...

Hassen Emrith, Head of Operation, Vector International Ltd



The 3-day PLC Masterclass has exceeded my expectations, not only professionally but also personally. I regret it's already over. What I learnt will complement my professional life with the additional knowledge of tools, techniques and technical terminologies. The Masterclass certainly valueadd in terms of planning for my future professional career ...

Jeannique Marie Noelle Ithier Procurement Manager Livestock Feed Ltd

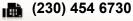
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I would like to say that the 5-day PLC has brought many success in my department. This 3-day PLC Masterclass is more detailed. I learnt many things which I will certainly put into practice...

Ronny PAZOT Infrastructure & Production Manager MCB LTD



Attending the 3-day PLC Masterclass was a significant achievement for me, especially in learning the different as-

Integration management. The Masterclass also taught me how to stay focus in what we do and that there is no barriers to success if you have a vision and the right plan and approach to achieve it ...

> Mantasha RAMPARSAD Client Service Manager **Deutsche Bank Mauritius Ltd**



The 3-day PLC Masterclass has certainly morphed me into a butterfly. I can now relate to the key aspects of stakeholder engagement and using the various techniques to drive an initiative to a successful outcome. I am now more focused ready to fly...

> Damini RAJIAH **Analyst Programmer Mauritius Telecom**



Before attending the 3-day PLC Masterclass, planning was the main thing for me to start a project. But now, it is not only about planning, but also applying the 10 Knowledge areas. With a very complete & comprehensive view of Project Management, the knowledge I gained in the Masterclass will certainly help me to drive my projects successfully in the future. The 3-day PLC Masterclass is worth more than the 2- year Masters in Project Management that I did

Jean Eddy ARISTIDE Assistant Maintenance Manager **ALTEO Refinery Ltd**



The 3-Day PLC Masterclass is where I have practiced and mastered the hands on experience and apply the best methodologies in the field of Project Management. The learnership is beyond the boundaries of the traditional lecture class but rather of a Masterclass Project Management Office where attendees use a PMIS, diagnose a real Project Management Plan, use real project documents and apply best

methodologies in live-mode project management. The Intermediate PPM Workshop is an ideal platform where Project Managers are inspired and propelled to showcase with confidence their project performance, progress and success to any Steering Committee. PLC Masterclass where the Project Management savvy meets the Master of Project Management Practitioner to strengthen his/her foundation and eventually grow in heights...

Arvind MUNGROO Project Manager



It was a very tough balancing act of ongoing work pressure and the 3-day PLC Masterclass intensity. Nevertheless, I can say with certainty that I have no regrets staying the course & completing the Masterclass. I am very happy to learn of challenges that lie within and beyond a project. I am now much more prepared for these challenges & the next steps. What I liked the most in the Masterclass is the practical sessions and their

interactions. It gave us an opportunity to think deeper and broader. The 3-day PLC Masterclass is, without any doubt, very interesting and fulfilling ...

> **Nadine LUCHMUN QA Manager** Chesteroc Ltd



The 3-day PLC Masterclass has very much exceeded my expectations. I have been able to grasp many techniques on how to engage stakeholders. The Masterclass is indeed a very intense experience with indepth focus on a specific knowledge area and solutions towards handling difficult situations ...

> **Purusham RAMIAH** Software Engineer **Mauritius Telecom**

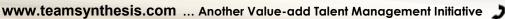


The 3-day PLC Masterclass has exceeded my expectations. I will certainly recommend to my Management to send our senior staff to attend this Masterclass which will generate win-win outcome for the Company. I am taking away with me a pool of knowledge that will put me in a good stead for the challenges ahead ...

> Noorani RUJUBALI Maintenance Manager AVIPRO Ltd

TeamSYNthesis









Registration Form

1. PERSONAL DETAILS

| Mrs O Miss O Ms O Mr O | Title (Dr, Prof, etc) | |
|------------------------------------|-----------------------|--|
| First Name (s) | Surname | |
| Billing Address | Country | |
| | Company | |
| | Mobile | |
| Tel. (Incl. area code & extension) | Fax | |
| Email | Personal Email | |
| Meal Preferences: Veg O Non-veg O | Signature Date | |

2. PROFESSIONAL BACKGROUND

| Qualifications | Years of Experience |
|--|---|
| Years of Project Management Experience | Years as Officially-designated PM Roles |
| Professional Project Management Certification (e.g. PMI, CITPM, PLC, AAPM, | Additional Information |
| Prince? etc. | |

3. REGISTRATION METHOD

PLCSecretariat@teamsynthesis.com Post: TeamSYNthesis (Mauritius & Africa) Ltd Email:

2F Buswell House, Phone: (230) 465 0048/ (230) 454 6730 1D Buswell Avenue (230) 465 0048/ (230) 454 6730 Fax:

Quatre Bornes Mauritius

4. MODE OF PAYMENT

| (Local Delegates - Rs. 33,000) | (Overseas Delegates - USD 2,000) |
|--|--|
| Number of participants | Number of participants: |
| | The only method of payment acceptable is via Telegraphic Transfer to the bank account of the Team SYNthesis (Mauritius & Africa) |
| O Please invoice my institution and payment will be made <u>prior</u> to the | , |
| start of the Course. | course. |

Cheque should be drawn to the order of Team SYNthesis (Mauritius &

Africa) Ltd

Swift Code: **STCBMUMU**

Account Name: Team SYNthesis (Mauritius & Africa) Ltd

Bank Account No: 610 301 0003 7432 **Bank Name:** State Bank of Mauritius Bank Address: State Bank Tower

1 Queen Elizabeth II Avenue

Port Louis Mauritius

5. INFORMATION & DISCLAIMER

PAYMENT POLICY

Payment is due in full at the time of registration. Full payment is mandatory for event Pearle Beach Resort & Spa, attendance.

CANCELLATIONS & SUBSTITUTIONS

www.teamsynthesis.com

Once registration form is received by Team SYNthesis and invoice issued to participants, payment is expected. You may substitute participants at least 5 **EGISTRATION DEADLINE** working days prior to the beginning of the Course. Cancellations will be refunded The duly filled Registration form together with payment only if made in writing at least 10 days prior to the beginning of the Course. In lieu of should reach the Team SYNThesis (Mauritius & Africa) the preceding cancellations, participants can be transferred to the next session but Ltd by Monday, 13th June 2016. (Tel: (230) 454 6730 / such transfer is allowed ONCE only regardless of the period of notice. No refund is (230) 465 0048) given for any late cancellations or for participants who do not show up for the course (no-show or partial show). The Organizers reserve the rights to change the venue at their own discretions.

VENUE & ACCOMODATION

Wolmar, Flic En Flac Mauritius

TeamSYNthesis



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2016 PLC MASTERCLASS PROGRAMME

Please also register me for the following (PLC) Masterclass series:

| S/N | Name | Date | Status=Open |
|-----|---|--------------------------|-------------|
| 6 | Human Resources Management (Current | 20-22 June 2016 | |
| 7 | Communications Management | 27- 29 June 2016 | |
| 8 | Risk Management | 25-27 July 2016 | |
| 9 | Procurement Management | 12-14 September 2016 | |
| 10 | Stakeholder Management | 19-21 September 2016 | |
| 11 | Project Simulation (Intermediate) PPM Workshop | 17-19 October 2016 | |
| 12 | Program Simulation (Advanced) PPM Workshop | 24-26 October 2016 | |
| 13 | Portfolio Simulation (Expert) PPM Workshop | 5-7 December 2016 | |
| 1 | Integration Management | 29 February-2 March 2016 | CLOSED |
| 2 | Scope Management | 4-6 April 2016 | CLOSED |
| 3 | Time Management | 11-13 April 2016 | CLOSED |
| 4 | Cost Management | 9-11 May 2016 | CLOSED |
| 5 | Quality Management | 13-15 June 2016 | CLOSED |





