

2025 CORPORATE TRAINING PROGRAM

*Developing Employees' Skills for
Success*

Theme:

**“Transform: Driving Business Results through
Learning”**

***Prepared by Paran International Training Centre
(PITC)***

Introduction:

In today's rapidly changing business landscape, organizations must invest in their most valuable asset—their employees—to stay competitive and achieve sustainable growth. To meet evolving challenges, organizations require effective HR/IR training and development programs that align employee skills with business needs, foster engagement and productivity, and cultivate a culture of continuous learning. In this regard, **Paran International Training Centre (PITC)** has developed a comprehensive Training Calendar for the year 2025, designed to guide organizations in their HR/IR Training and Development Budget Planning and help them implement training programs that achieve these objectives. This Training Calendar outlines the primary objectives and strategies to ensure organizations can maximize the benefits of training initiatives.

Objectives:

1. Strategic Development:

Our Training Calendar aims to assist organizations in aligning employee needs with evolving business requirements and anticipated technical skills for the year 2025. By identifying skill gaps, conducting needs assessments, and planning targeted training initiatives, organizations can strategically develop their workforce to meet the changing demands of the industry and drive overall organizational success.

2. Employee Engagement and Productivity:

We are committed to implementing comprehensive HR/IR Training Programs that contribute to high employee engagement, satisfaction, job clarity, building positive organizational culture and productivity. By providing training opportunities that enhance job satisfaction, foster a positive work environment, and promote personal and professional growth, organizations can create an engaged and motivated workforce that drives innovation and achieves organizational goals.

3. Leadership and Managerial Skills:

Our Training Calendar focuses on enhancing leadership capabilities and developing effective managerial skills. By offering training programs that equip leaders with the necessary tools to inspire and motivate teams, cultivate a positive work culture, and drive organizational growth, organizations can build a strong leadership pipeline and ensure the success of their business.

4. Adaptability and Digital Literacy:

The Training Calendar recognizes the importance of equipping employees with essential digital literacy skills and technological competencies. In today's digital era, organizations need to embrace technological

advancements and empower their workforce to adapt to new tools and platforms. By offering training programs that enhance digital literacy and tech skills, organizations can foster adaptability and ensure employees can leverage digital tools effectively to drive innovation and efficiency.

5. **Talent Development and Well-being:** Our Training Calendar emphasizes the importance of talent development, retention, and employee well-being. By promoting a culture of continuous learning, providing succession planning strategies, and prioritizing employee well-being and resilience, organizations can attract top talent, foster employee loyalty, and create a diverse and inclusive work environment that nurtures both professional and personal growth.

Our Strategy

1. **Customized and Targeted Approach:** Our Training Calendar adopts a customized and targeted approach, allowing organizations to tailor the training programs to their specific needs. By incorporating their own topics, recommending course designs, and adjusting timetables to align with operational requirements, organizations can ensure that the training addresses their unique challenges and objectives.
2. **Collaboration with Global Training Partners:** We foster collaboration with international training service providers, leveraging our network of global partners. This collaboration allows us to offer extensive training and technical skills programs that bring diverse expertise and perspectives to the table. By tapping into this international network, organizations gain access to a wider range of training resources and can benefit from best practices and innovative approaches from around the world.
3. **Continuous Evaluation and Feedback:** Our Training Calendar emphasizes continuous evaluation and feedback mechanisms to ensure the effectiveness and relevance of the training programs. Through robust evaluation processes and gathering feedback from participants, we can identify areas for improvement and make necessary adjustments. This iterative approach allows us to continuously enhance the training offerings, ensuring they remain aligned with evolving needs and deliver tangible results for organizations.

List of Training Programmes

1. Error Free Disciplinary Hearing Procedures Training

Overview:

The Handling Error-Free Disciplinary Hearings training program aims to equip participants with the knowledge and skills necessary to conduct disciplinary hearings in a fair, transparent, and legally compliant manner. This training will provide practical guidance on preparing for disciplinary hearings, conducting the hearings, evaluating evidence, reaching fair decisions, and communicating outcomes effectively.

Training Objectives:

- Understand the purpose and importance of error-free disciplinary hearings.
- Familiarize participants with the legal and regulatory framework governing disciplinary processes.
- Provide guidance on preparing for disciplinary hearings, gathering evidence, and providing proper notice.
- Equip participants with the skills to conduct disciplinary hearings with professionalism and impartiality.
- Evaluate evidence and consider mitigating factors in decision-making.
- Communicate the outcomes of disciplinary hearings clearly and respectfully.
- Conduct a post-hearing review and learn from the disciplinary process.

2. Workers Committee Induction and Productivity Training:

Introduction to the Workers Committee:

- Role, responsibilities, and authority of the Workers Committee within the organization.
- Structure, composition, and election process of the committee.
- Understanding relevant labor laws, regulations, and collective bargaining agreements.

Effective Communication and Collaboration:

- Building effective communication channels between the committee and employees.

- Developing collaboration skills within the committee to enhance teamwork.
- Promoting a positive work environment and employee engagement.

Grievance Handling and Dispute Resolution:

- Training on the committee's role in representing and advocating for employees' interests.
- Orientation on grievance handling processes and dispute resolution mechanisms.
- Encouraging active participation and providing resources for committee activities.

Workplace Productivity:

- Understanding the concept of productivity and its impact on organizational success.
- Identifying factors that contribute to workplace productivity.
- Effective time management, goal setting, and prioritization techniques.
- Strategies for problem-solving, decision-making, and overcoming productivity challenges.
- Stress management, work-life balance, and preventing burnout.
- Techniques for managing distractions, improving focus, and increasing efficiency.
- Promoting a culture of continuous learning, innovation, and improvement.
- Monitoring and evaluating productivity levels and progress.
- Encouraging feedback and involvement of committee members in productivity improvement initiatives.

3. Combined Management and Workers Committee Training: Works Council

- Introduction to Works Council and its role in the organization
- Understanding the legal framework and regulations governing Works Council
- Promoting effective collaboration and communication between management and Works Council
- Building positive relationships and trust between management and Works Council members
- Exploring the rights and responsibilities of Works Council members
- Developing a shared understanding of organizational goals and objectives
- Identifying areas of mutual interest and common challenges
- Enhancing negotiation and conflict resolution skills for Works Council members and management representatives
- Establishing effective mechanisms for information sharing and consultation

- Addressing specific topics such as working conditions, employee welfare, and organizational development
- Collaborating on decision-making processes and policy development
- Ensuring Works Council involvement in organizational change initiatives
- Establishing effective channels for feedback and employee representation
- Encouraging Works Council participation in fostering a positive work culture and employee engagement
- Promoting Works Council's role in enhancing workplace productivity and employee well-being
- Sharing best practices and success stories from other organizations with effective Works Council structures
- Building a constructive and productive relationship between Works Council and management
- Developing strategies for Works Council and management collaboration during challenging times, such as restructuring or cost-cutting measures
- Ensuring compliance with legal requirements related to Works Council activities and information sharing
- Providing ongoing support and training opportunities for Works Council members and management representatives to enhance their effectiveness
- Building a culture of mutual respect, trust, and cooperation in the organization through the partnership between Works Council and management

4. Training on Retrenchment

a. Introduction to Retrenchment:

- Explaining the concept of retrenchment and its purpose.
- Understanding the legal and regulatory framework related to retrenchment.
- Exploring the reasons why organizations may need to implement retrenchment measures.

b. Retrenchment Policies and Procedures:

- Familiarizing employees with the organization's retrenchment policies and procedures.
- Explaining the criteria and process for selecting employees for retrenchment.
- Providing guidance on the documentation required for retrenchment decisions.
- Exploring alternative measures to retrenchment, such as redeployment or retraining opportunities.

c. Communication and Employee Support:

- Training managers and supervisors on effective communication during the retrenchment process.
- Providing guidance on delivering sensitive news and addressing employee concerns.
- Promoting empathy and understanding towards affected employees.
- Explaining the support resources available to employees, such as counseling or job placement services.

d. Legal and Compliance Considerations:

- Understanding the legal obligations and compliance requirements during retrenchment.
- Explaining the rights of employees and the organization's responsibilities.
- Training on compliance with notice periods, severance pay, and other legal requirements.
- Discussing the role of the Workers Committee and employee representatives in the retrenchment process.

e. Career Transition and Outplacement Support:

- Providing guidance on developing a career transition plan for retrenched employees.
- Training on job search strategies, resume writing, and interview skills.
- Exploring resources and support available for outplacement services.
- Encouraging networking and leveraging professional connections.

f. Managing the Emotional Impact:

- Addressing the emotional impact of retrenchment on affected employees.
- Training on coping strategies and resilience-building techniques.
- Providing resources for emotional support, such as counseling or employee assistance programs.

g. Post-Retrenchment Support:

- Explaining the organization's commitment to supporting retrenched employees.
- Providing guidance on accessing unemployment benefits or welfare programs.
- Offering resources and information on retraining or upskilling opportunities.

5. Training on Labor Contracting and Termination

- Understanding labor laws and regulations related to labor contracting and termination.
- Overview of different types of employment contracts and their implications.

- Familiarization with relevant provisions of collective bargaining agreements or employment agreements.
- Exploring the rights and responsibilities of employers and employees in the context of labor contracting and termination.
- Compliance with legal requirements for hiring and contracting labor, including documentation and record-keeping.
- Identifying factors to consider when selecting labor contractors or subcontractors.
- Ensuring fair and transparent contracting processes to protect the rights of workers.
- Establishing effective communication channels and mechanisms for addressing concerns related to labor contracting.
- Training on the termination process, including grounds for termination and required procedures.
- Understanding employee rights and protections during the termination process.
- Promoting fair and respectful treatment of employees during the termination process.
- Exploring alternative solutions to termination, such as redeployment or retraining opportunities.
- Developing strategies for minimizing the negative impact of terminations on affected employees and the organization.
- Training on the legal and ethical considerations when handling layoffs or mass terminations.
- Understanding the role of the Workers Committee in labor contracting and termination processes.
- Collaborating with the Workers Committee to ensure compliance with labor laws and regulations.
- Providing resources and support for committee members to address labor contracting and termination-related issues.
- Sharing best practices and case studies on effective labor contracting and termination practices.
- Practicing scenarios and role-playing exercises to enhance understanding and application of labor contracting and termination processes.

6. Training on Workplace Sexual Harassment

- Defining workplace sexual harassment and its various forms.
- Understanding the legal framework and regulations related to workplace sexual harassment.

- Exploring the negative impact of sexual harassment on individuals and the organization.
- Promoting a safe and inclusive work environment free from sexual harassment.
- Identifying behaviors that constitute sexual harassment and distinguishing between acceptable and unacceptable conduct.
- Educating employees on their rights and responsibilities regarding workplace sexual harassment.
- Training on the reporting and complaint procedures for addressing incidents of sexual harassment.
- Encouraging employees to report sexual harassment promptly and without fear of retaliation.
- Providing guidance on the appropriate actions to take as a witness or bystander of sexual harassment.
- Promoting empathy, respect, and cultural sensitivity in workplace interactions.
- Developing strategies for preventing sexual harassment, including bystander intervention and creating a supportive work culture.
- Raising awareness about the role of the Workers Committee in addressing sexual harassment issues.
- Collaborating with the Workers Committee to establish effective reporting mechanisms and support systems.
- Training on the responsibilities of managers and supervisors in preventing and addressing sexual harassment.
- Providing resources and support for employees who experience or witness sexual harassment.
- Conducting case studies and interactive discussions to enhance understanding and awareness of workplace sexual harassment.
- Sharing best practices and success stories from organizations that have effectively addressed workplace sexual harassment.
- Periodic refresher training to reinforce knowledge and maintain a workplace free from sexual harassment

7. Management/Supervisor Development Training programs

Overview:

The Management/Supervisor Development training program is designed to enhance the knowledge, skills, and capabilities of managers and supervisors to effectively lead teams, drive performance, and achieve

organizational objectives. This comprehensive training program covers key areas essential for managerial success, enabling participants to develop their leadership abilities and effectively navigate the challenges of their roles.

Training Objectives:

- Understand the role and responsibilities of managers and supervisors.
- Develop effective communication and interpersonal skills.
- Learn strategies for building and leading high-performing teams.
- Enhance decision-making and problem-solving capabilities.
- Develop skills for managing conflicts and resolving issues.
- Gain insights into effective performance management and feedback.
- Learn techniques for motivating and engaging employees.
- Develop skills for delegation and time management.
- Enhance strategic thinking and planning abilities

8. Dealing with Collective Job Action

Overview:

The Dealing with Collective Job Action training program is designed to provide managers, supervisors, and HR professionals with the knowledge and skills necessary to effectively handle collective job actions, such as strikes, work stoppages, and other forms of organized labor protests. This program aims to equip participants with the understanding of labor relations principles, legal considerations, negotiation strategies, and conflict resolution techniques required to navigate and manage collective job actions in a fair, legal, and productive manner.

Training Objectives:

- Understand the concept and types of collective job actions.
- Comprehend the legal framework and regulations related to collective job actions.
- Identify the underlying causes and motivations behind collective job actions.
- Develop strategies for effective communication and relationship building with unions or employee representatives.
- Learn negotiation techniques and approaches for productive collective bargaining.
- Explore conflict resolution methods to mitigate tensions and find mutually acceptable solutions.

- Understand the role of HR and management in maintaining productivity during collective job actions.
- Comply with legal obligations and ensure the safety and well-being of employees during job actions.
- Develop contingency plans and strategies to minimize disruptions and resume normal operations.

9. Team Building Training programs (Q3 and Q4)

Overview:

The Team Building training program is designed to enhance teamwork, collaboration, and communication within your organization. This program focuses on developing strong and cohesive teams that can work together effectively, overcome challenges, and achieve shared goals. Participants will gain insights into building trust, fostering collaboration, resolving conflicts, and improving overall team performance.

Training Objectives:

- Understand the importance of effective teamwork in achieving organizational goals.
- Develop strategies for building trust and establishing strong team dynamics.
- Enhance communication and collaboration within teams.
- Learn techniques for resolving conflicts and managing team challenges.
- Foster a culture of accountability and shared responsibility.
- Improve overall team performance and productivity.
- Strengthen team relationships and foster a positive team culture.
- Develop strategies for effective problem-solving and decision-making as a team.
- Enhance communication and collaboration across different teams and departments.
- Learn techniques for managing diverse and virtual teams.
- Foster innovation and creativity within teams.
- Develop skills for team performance evaluation and continuous improvement.

10. Occupational Safety, Wellness, and Health Training Programs

a. Occupational Safety Training:

- Introduction to occupational safety regulations and legal requirements.

- Identifying workplace hazards and implementing preventive measures.
- Training on proper use of personal protective equipment (PPE).
- Emergency preparedness and response procedures.
- Safe handling of hazardous materials and equipment.
- Ergonomics and preventing musculoskeletal disorders.
- Fire safety and evacuation protocols.
- Workplace violence prevention and de-escalation techniques.
- Machinery and equipment safety guidelines.
- Electrical safety measures and precautions.
- Reporting and investigation of workplace incidents and near misses.

b. Wellness and Mental Health Training:

- Promoting work-life balance and stress management techniques.
- Educating employees on the importance of mental health and well-being.
- Techniques for managing workplace stress and building resilience.
- Creating a supportive and inclusive work environment.
- Identifying signs of mental health issues and providing support resources.
- Encouraging healthy lifestyle choices and physical activity.
- Ergonomics and promoting good posture and movement.
- Educating employees on the benefits of regular breaks and relaxation techniques.
- Providing resources and guidance on nutrition and healthy eating habits.
- Developing strategies for fostering positive relationships and communication.

c. Health and Hygiene Training:

- Promoting general health and hygiene practices in the workplace.
- Educating employees on the importance of hand hygiene and proper sanitation.
- Preventing the spread of infectious diseases and illness.
- Training on safe food handling and storage practices.
- Educating employees on the risks of substance abuse and promoting a drug-free workplace.
- Providing information on common workplace health hazards and prevention measures.
- Promoting regular health screenings and preventive healthcare practices.
- Training on recognizing and responding to medical emergencies.

d. First Aid and CPR Training:

- Providing comprehensive first aid and cardiopulmonary resuscitation (CPR) training.

- Recognizing and responding to common workplace injuries and medical emergencies.
- Training on proper use of first aid equipment and supplies.
- CPR techniques for cardiac arrest situations.
- Managing choking incidents and other life-threatening situations.
- Ensuring employees are prepared to respond effectively in emergency situations.

11. Social Protection and Employment Benefits Training programs

a. Introduction to Social Protection:

- Understanding the concept of social protection and its importance.
- Exploring different types of social protection programs and benefits.
- Overview of relevant laws, regulations, and policies related to social protection.
- Identifying the role of employers and employees in social protection schemes.

b. Labor Laws and Employment Benefits:

- Familiarizing employees with labor laws and regulations related to employment benefits.
- Explaining different types of employment benefits, such as health insurance, retirement plans, and leave policies.
- Understanding eligibility criteria, enrollment processes, and coverage details.
- Providing guidance on accessing and utilizing employment benefits.
- Exploring the role of the Workers Committee in advocating for employees' rights and benefits.

c. Retirement Planning and Pension Schemes:

- Educating employees on the importance of retirement planning.
- Explaining different types of pension schemes and retirement savings options.
- Providing guidance on calculating retirement needs and setting financial goals.
- Training on retirement planning strategies, such as budgeting and investment options.
- Understanding the process of accessing pension benefits and retirement payouts.

d. Health Insurance and Medical Benefits:

- Explaining the importance of health insurance coverage.

- Familiarizing employees with different types of health insurance plans and coverage options.
- Training on understanding health insurance policies, including deductibles, co-pays, and network providers.
- Educating employees on the process of filing health insurance claims.
- Exploring additional medical benefits, such as dental and vision coverage.

e. Leave Policies and Work-Life Balance:

- Understanding different types of leave policies, including vacation, sick leave, and parental leave.
- Training on the process of requesting and using leave benefits.
- Promoting work-life balance and the importance of taking time off.
- Exploring flexible work arrangements and alternative work schedules.

f. Employee Assistance Programs (EAP):

- Educating employees on the availability and benefits of EAPs.
- Explaining the range of services offered by EAPs, such as counseling and mental health support.
- Training on accessing and utilizing EAP resources.

g. Compliance with Employment Benefits:

- Ensuring employees understand their rights and responsibilities regarding employment benefits.
- Training on compliance with enrollment deadlines, paperwork requirements, and documentation.
- Educating employees on reporting procedures for changes in employment status or personal information.

12. HR Policy Development and Review

Overview:

The HR Policy Development and Review training program is designed to provide HR professionals, managers, and individuals responsible for policy management with the knowledge, skills, and strategies to effectively develop, review, and update HR policies within their organizations. This program combines the essential elements of policy development and policy review, ensuring that participants gain a comprehensive understanding of both processes. Participants will learn best practices for policy creation,

evaluation, and enhancement to ensure alignment with organizational goals, legal compliance, and employee needs.

Training Objectives:

- Understand the importance and benefits of HR policies in the workplace.
- Develop a systematic approach for policy development and review.
- Identify the key elements and components of effective HR policies.
- Ensure legal compliance and alignment with relevant laws and regulations.
- Involve stakeholders in the policy development and review process.
- Write clear, concise, and user-friendly HR policies.
- Conduct policy audits and evaluations to identify gaps and areas for improvement.
- Implement policy updates and communicate changes effectively to employees.
- Develop a sustainable framework for ongoing policy management and review.

13. HR/IR Knowledge and Skills for Non-HR/IR Professionals

Overview:

The HR/IR Knowledge and Skills for Non-HR/IR Professionals training program is designed to equip individuals from various departments and roles within an organization with essential HR/IR knowledge and skills. This program aims to enhance their understanding of HR/IR principles, practices, and regulations, enabling them to effectively navigate HR/IR-related matters in their day-to-day work. Participants will learn about key HR/IR concepts, policies, procedures, and best practices, empowering them to contribute to a positive and compliant work environment.

Training Objectives:

- Develop a foundational understanding of HR/IR principles and practices.
- Familiarize participants with key HR/IR policies, procedures, and regulations.
- Enhance knowledge of employee rights, responsibilities, and entitlements.
- Provide insights into effective employee management and engagement.
- Equip participants with conflict resolution and negotiation skills.
- Enhance awareness of legal compliance and risk management.
- Foster a collaborative approach to HR/IR-related matters within the organization.

14. Employee Engagement Surveys

Overview:

The Employee Engagement Surveys training program is designed to equip participants with the knowledge and skills to effectively plan, administer, and analyze employee engagement surveys. This program will provide insights into the importance of measuring employee engagement, guide participants in designing surveys, and help them interpret and act upon survey results to drive positive change within the organization.

Training Objectives:

- Understand the concept and significance of employee engagement.
- Learn the benefits and purpose of conducting employee engagement surveys.
- Develop skills to design effective survey questions and formats.
- Gain insights into best practices for administering surveys and ensuring confidentiality.
- Understand the process of analyzing and interpreting survey results.
- Learn strategies for effectively communicating survey findings to stakeholders.
- Develop action plans based on survey results to improve employee engagement.
- Monitor and measure the impact of engagement initiatives over time.

15. Talent Acquisition and Recruitment Strategies

Overview:

The Talent Acquisition and Recruitment Strategies training program is designed to equip participants with the knowledge and skills necessary to attract, identify, and hire top talent for their organizations. This program will provide insights into the latest trends and best practices in talent acquisition, guide participants in developing effective recruitment strategies, and help them optimize the recruitment process to secure the right candidates.

Training Objectives:

- Understand the importance of talent acquisition and its impact on organizational success.
- Learn the latest trends and strategies in sourcing and attracting top talent.
- Develop effective recruitment strategies that align with organizational goals.
- Enhance skills in writing compelling job descriptions and advertisements.
- Gain insights into conducting effective candidate assessments and interviews.
- Learn techniques for evaluating and selecting the most suitable candidates.
- Develop strategies for successful onboarding and retention of new hires.

- Explore tools and technologies to streamline the recruitment process.

16. Designing and implementing performance management systems

Overview:

The Designing and Implementing Performance Management Systems training program is designed to provide participants with the knowledge and skills necessary to create effective performance management systems that drive employee performance, development, and organizational success. This program will guide participants through the process of designing, implementing, and managing performance management systems that align with organizational goals, foster continuous improvement, and support employee growth.

Training Objectives:

- Understand the importance of performance management in achieving organizational objectives.
- Learn the key components and principles of a performance management system.
- Develop skills in setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) performance goals.
- Gain insights into effective performance measurement and evaluation techniques.
- Learn strategies for providing constructive feedback and coaching for performance improvement.
- Develop skills in conducting performance appraisals and performance discussions.
- Explore methods for identifying and addressing performance gaps.
- Understand the role of performance management in talent development and succession planning.
- Learn techniques for managing and documenting performance-related conversations.

17. Developing leadership competencies and skills

Overview:

The Developing Leadership Competencies and Skills training program is designed to enhance the knowledge, abilities, and behaviors of individuals in leadership roles. This program focuses on developing essential leadership competencies and skills to effectively lead teams, drive organizational success, and inspire others to reach their full potential. Participants will gain insights into leadership theories, learn practical strategies, and develop their

leadership capabilities through interactive exercises and real-world applications.

Training Objectives:

- Understand the key principles and theories of leadership.
- Develop self-awareness and emotional intelligence as a leader.
- Enhance communication and interpersonal skills for effective leadership.
- Learn strategies for building and leading high-performing teams.
- Develop skills in decision-making, problem-solving, and critical thinking.
- Gain insights into effective coaching and mentoring techniques.
- Develop skills for managing conflicts and resolving issues.
- Enhance strategic thinking and planning abilities.
- Foster innovation and adaptability in leadership roles.

18. Diversity and Inclusion in the Workplace

Overview:

The Diversity and Inclusion in the Workplace training program is designed to foster understanding, appreciation, and action towards creating diverse and inclusive work environments. This program aims to equip participants with knowledge, skills, and strategies to embrace diversity, eliminate biases, and cultivate inclusive practices that enhance organizational culture and performance. Participants will explore the benefits of diversity and inclusion, learn to identify and address unconscious biases, and develop action plans to promote diversity and inclusion within their organizations.

Training Objectives:

- Understand the importance of diversity and inclusion in the workplace.
- Explore the benefits of diverse and inclusive teams and organizations.
- Develop awareness of unconscious biases and their impact on decision-making.
- Learn strategies for identifying and addressing biases in the workplace.
- Enhance cultural competence and communication skills.
- Foster inclusive leadership practices and behaviors.
- Develop strategies for creating inclusive work environments.
- Gain insights into supporting diverse talent and promoting equal opportunities.
- Develop action plans to promote diversity and inclusion within the organization.

19. Managing employee relations issues and conflicts

Overview:

The Managing Employee Relations Issues and Conflicts training program is designed to equip participants with the knowledge and skills necessary to effectively manage and resolve employee relations issues and conflicts in the workplace. This program will provide participants with practical strategies, techniques, and tools to address a wide range of employee relations challenges, promote positive employee interactions, and maintain a harmonious work environment. Participants will learn conflict resolution techniques, effective communication skills, and strategies for fostering collaboration and constructive problem-solving.

Training Objectives:

- Understand the importance of effective employee relations management.
- Identify common employee relations issues and conflicts.
- Develop skills in conflict resolution and mediation.
- Enhance communication and active listening skills.
- Learn strategies for managing difficult conversations.
- Foster a culture of respect, fairness, and open communication.
- Develop techniques for addressing performance issues and misconduct.
- Implement strategies for preventing and managing workplace conflicts.
- Gain insights into legal and ethical considerations in employee relations.

20. Change Management and Organizational Development

Overview:

The Change Management and Organizational Development training program is designed to equip participants with the knowledge, skills, and tools necessary to navigate organizational change successfully. This program focuses on understanding the dynamics of change, managing resistance, and fostering a culture of adaptability and continuous improvement. Participants will learn change management strategies, explore organizational development techniques, and develop action plans to drive successful change initiatives within their organizations.

Training Objectives:

- Understand the importance of change management and organizational development.
- Learn the stages and models of the change process.
- Develop skills in managing resistance to change.

- Enhance communication and stakeholder engagement during change initiatives.
- Learn techniques for assessing and managing organizational readiness for change.
- Explore strategies for leading and supporting individuals through change.
- Develop action plans for implementing change initiatives effectively.
- Foster a culture of adaptability and continuous improvement.
- Gain insights into evaluating and sustaining change efforts.

21. Employee Engagement and Retention Strategies

Overview:

The Employee Engagement and Retention Strategies training program is designed to provide participants with practical knowledge, skills, and strategies to enhance employee engagement and improve employee retention within their organizations. This program focuses on understanding the factors that contribute to employee engagement, assessing engagement levels, and implementing effective strategies to create a positive work environment. Participants will learn techniques for fostering employee motivation, promoting work-life balance, and developing retention initiatives that support organizational success.

Training Objectives:

- Understand the importance of employee engagement and retention.
- Learn the factors that influence employee engagement.
- Assess and measure employee engagement within the organization.
- Develop strategies for fostering employee motivation.
- Promote work-life balance and employee well-being.
- Enhance communication and recognition practices.
- Develop retention initiatives and talent management strategies.
- Gain insights into career development and growth opportunities.
- Implement effective employee feedback and performance management practices.

22. Corporate Career Development and Personal Branding

Overview:

The Corporate Career Development and Personal Branding training program is designed to empower participants with the knowledge, skills, and strategies to advance their careers within a corporate setting. This program focuses on helping individuals understand their strengths, set career goals, and develop personal branding techniques to stand out in the competitive job market.

Participants will learn effective career planning strategies, enhance their professional skills, and develop a personal brand that aligns with their career aspirations.

Training Objectives:

- Understand the importance of corporate career development and personal branding.
- Identify personal strengths, skills, and career goals.
- Develop effective career planning strategies.
- Enhance professional skills and competencies.
- Understand the principles of personal branding.
- Create a personal brand that aligns with career aspirations.
- Develop an online presence and leverage social media for personal branding.
- Network effectively and build professional relationships.
- Learn strategies for advancing careers within a corporate environment.

23. Employee Well-being and Work-Life Balance

Overview:

The Employee Well-being and Work-Life Balance training program is designed to equip participants with the knowledge, tools, and strategies to promote employee well-being and achieve a healthy work-life balance. This program focuses on understanding the impact of well-being on employee performance and productivity, identifying strategies to manage stress and burnout, and implementing initiatives that support work-life integration.

Participants will learn practical techniques for self-care, stress management, and creating a supportive work environment that enhances employee well-being.

Training Objectives:

- Understand the importance of employee well-being and work-life balance.
- Recognize the impact of well-being on employee performance and productivity.
- Identify signs of stress and burnout and their effects on individuals and organizations.
- Learn techniques for managing stress and promoting self-care.
- Develop strategies for achieving work-life balance and integration.
- Create a supportive work environment that prioritizes employee well-being.
- Implement well-being initiatives and programs within the organization.
- Foster a culture of work-life balance and flexibility.
- Measure and evaluate the effectiveness of well-being initiatives.

24. HR Legal Compliance and Employment Law

Overview:

The HR Legal Compliance and Employment Law training program is designed to provide participants with a comprehensive understanding of the legal framework governing human resources practices and employment relationships. This program focuses on equipping HR professionals with the knowledge, skills, and strategies to ensure legal compliance, mitigate legal risks, and promote a fair and inclusive workplace. Participants will learn about key employment laws, regulations, and best practices to effectively handle employment-related issues and maintain compliance within their organizations.

Training Objectives:

- Understand the legal framework and key employment laws relevant to HR practices.
- Learn the rights and obligations of employers and employees under employment law.
- Identify potential legal risks and liabilities in HR management.
- Develop strategies for legal compliance in recruitment, hiring, and onboarding.
- Understand legal requirements for compensation, benefits, and leave management.
- Learn best practices for handling disciplinary actions, performance management, and terminations.
- Enhance knowledge of anti-discrimination, harassment, and equal opportunity laws.
- Understand legal obligations regarding workplace health and safety.
- Learn strategies for managing legal compliance and mitigating legal risks in HR practices.

25. Employee Onboarding and Orientation

Overview:

The Employee Onboarding and Orientation training program is designed to provide participants with the knowledge, skills, and strategies to effectively onboard new employees and facilitate their successful integration into the organization. This program focuses on creating a positive and engaging onboarding experience, communicating organizational culture and values, and equipping new hires with the necessary tools and information to thrive in their roles. Participants will learn best practices for designing and implementing an

onboarding program that supports employee engagement, productivity, and long-term retention.

Training Objectives:

- Understand the importance of effective employee onboarding and orientation.
 - Identify the key components and goals of a comprehensive onboarding program.
 - Develop an onboarding strategy that aligns with organizational culture and values.
 - Create a welcoming and engaging onboarding experience for new employees.
 - Communicate organizational expectations, policies, and procedures.
 - Equip new hires with the necessary tools and resources for success.
 - Foster relationships and connections among new employees and existing staff.
 - Implement evaluation and feedback mechanisms to assess onboarding effectiveness.
 - Develop strategies for long-term integration and employee retention.
- Compensation and Benefits Management**
- Understanding compensation structures and strategies
 - Designing and administering employee benefits programs
 - Ensuring fair and competitive compensation practices

26. Organizational Training and Development Strategies

Overview:

Organizational Training and Development Strategies training program is designed to provide participants with the knowledge, skills, and strategies to design, implement, and evaluate effective training and development initiatives within their organizations. This program focuses on understanding the importance of training and development for organizational success, identifying training needs, designing relevant programs, selecting appropriate delivery methods, and measuring the impact of training efforts. Participants will learn best practices for creating a culture of continuous learning, developing employees' skills and competencies, and aligning training initiatives with organizational goals.

Training Objectives:

- Understand the importance of training and development for organizational success.
- Identify training needs and align them with organizational goals.

- Design and develop effective training programs and initiatives.
- Select appropriate delivery methods and learning resources.
- Implement training programs and facilitate effective learning experiences.
- Evaluate the impact and effectiveness of training efforts.
- Foster a culture of continuous learning and development.
- Develop strategies for talent development and succession planning.
- Align training initiatives with organizational goals and priorities.

27. Employee Engagement through Rewards and Recognition

Overview:

The Employee Engagement through Rewards and Recognition training program is designed to provide participants with the knowledge, skills, and strategies to effectively engage and motivate employees through meaningful rewards and recognition initiatives. This program focuses on understanding the importance of employee engagement, creating a culture of appreciation, designing effective reward systems, and implementing recognition programs that align with organizational goals. Participants will learn best practices for recognizing and rewarding employees, fostering a positive work environment, and enhancing employee satisfaction and retention.

Training Objectives:

- Understand the concept and importance of employee engagement.
- Recognize the impact of rewards and recognition on employee motivation and performance.
- Learn the principles and best practices of effective rewards and recognition programs.
- Design and implement a comprehensive rewards and recognition strategy.
- Identify and customize appropriate rewards for different employee groups.
- Foster a culture of appreciation and celebrate employee achievements.
- Develop strategies to measure and evaluate the effectiveness of rewards and recognition initiatives.
- Align rewards and recognition programs with organizational goals and values.
- Enhance employee satisfaction, engagement, and retention through rewards and recognition.

28. HR Policy Communication and Employee Handbook Development

Overview:

The HR Policy Communication and Employee Handbook Development training program is designed to provide participants with the knowledge, skills, and strategies to effectively communicate HR policies and develop comprehensive employee handbooks within their organizations. This program focuses on ensuring clear and consistent communication of policies, promoting understanding and compliance, and creating a valuable resource for employees. Participants will learn best practices for policy communication, employee handbook development, and engaging employees in the policy implementation process.

Training Objectives:

- Understand the importance of effective HR policy communication and employee handbooks.
- Develop strategies for clear and consistent policy communication.
- Identify key components and topics to include in an employee handbook.
- Create policies that align with legal requirements and organizational culture.
- Develop an engaging and user-friendly employee handbook.
- Communicate policies and handbook information effectively to employees.
- Promote understanding and compliance with HR policies.
- Involve employees in the policy implementation process.
- Update and maintain the employee handbook to reflect changing policies and practices.

29. Conflict Resolution and Mediation Skills

Overview:

The Conflict Resolution and Mediation Skills training program is designed to provide participants with the knowledge, skills, and strategies to effectively manage and resolve conflicts in the workplace. This program focuses on understanding the nature of conflicts, developing effective communication and negotiation skills, and facilitating constructive resolutions through mediation techniques. Participants will learn best practices for identifying underlying causes of conflicts, promoting collaborative problem-solving, and fostering a positive work environment.

Training Objectives:

- Understand the nature and impact of conflicts in the workplace.
- Identify common causes and triggers of workplace conflicts.
- Develop effective communication and active listening skills.
- Apply negotiation techniques to resolve conflicts.
- Facilitate mediation processes to promote constructive resolutions.

- Identify and manage emotions in conflict situations.
- Promote empathy and understanding among conflicting parties.
- Foster a positive and collaborative work environment.
- Develop strategies for preventing and managing conflicts in the future.

30. Employer Branding and Employee Value Proposition

Overview:

The Employer Branding and Employee Value Proposition training program is designed to provide participants with the knowledge, skills, and strategies to develop and promote a strong employer brand and compelling employee value proposition within their organizations. This program focuses on understanding the importance of employer branding, identifying and articulating the unique attributes and benefits of working for the organization, and effectively communicating the value proposition to attract and retain top talent. Participants will learn best practices for employer branding, defining the employee value proposition, and aligning it with organizational goals and values.

Training Objectives:

- Understand the concept and importance of employer branding.
- Identify the key elements of a strong employer brand.
- Define and articulate the unique value proposition for employees.
- Align the employee value proposition with organizational goals and culture.
- Develop strategies to attract and retain top talent.
- Effectively communicate the employer brand and value proposition.
- Utilize digital platforms and social media for employer branding.
- Measure and evaluate the impact of employer branding efforts.
- Create a culture that supports and enhances the employer brand.

31. Coaching and Mentoring for Managers

Overview:

The Coaching and Mentoring for Managers training program is designed to equip managers with the knowledge, skills, and strategies to effectively coach and mentor their team members for enhanced performance, growth, and development. This program focuses on understanding the roles and responsibilities of a coach and mentor, developing effective coaching and mentoring techniques, and fostering a supportive and empowering relationship with employees. Participants will learn best practices for providing constructive feedback, setting goals, developing individualized development plans, and maximizing the potential of their team members.

Training Objectives:

- Understand the roles and responsibilities of a coach and mentor.
- Differentiate between coaching and mentoring approaches.
- Establish a supportive and empowering coaching and mentoring relationship.
- Develop effective coaching and mentoring skills and techniques.
- Provide constructive feedback and guidance to team members.
- Set clear and meaningful goals for individual and team development.
- Create individualized development plans to maximize employee potential.
- Enhance communication and active listening skills.
- Foster a culture of continuous learning and growth within the team.

32. Workforce Planning and Talent Management

Overview:

The Workforce Planning and Talent Management training program is designed to provide participants with the knowledge, skills, and strategies to effectively plan, acquire, develop, and retain talent within their organizations. This program focuses on understanding the importance of strategic workforce planning, identifying current and future talent needs, implementing effective recruitment and selection processes, developing talent through training and development initiatives, and creating strategies for employee retention and succession planning. Participants will learn best practices for aligning talent management with organizational goals and creating a high-performing workforce.

Training Objectives:

- Understand the concept and importance of workforce planning and talent management.
- Identify current and future talent needs based on organizational goals.
- Develop effective recruitment and selection strategies.
- Implement onboarding processes to integrate new hires effectively.
- Design and deliver training and development initiatives to enhance talent capabilities.
- Create strategies for employee retention and engagement.
- Implement succession planning to ensure a pipeline of future leaders.
- Utilize metrics and analytics to measure talent management effectiveness.
- Align talent management with organizational goals and culture.

33. Emotional Intelligence in the Workplace

Overview:

The Emotional Intelligence in the Workplace training program is designed to equip participants with the knowledge, skills, and strategies to enhance emotional intelligence and effectively manage emotions in the workplace. This program focuses on understanding the importance of emotional intelligence, developing self-awareness and self-management skills, building strong interpersonal relationships, and utilizing emotional intelligence to navigate challenging situations. Participants will learn best practices for fostering a positive work environment, improving communication and collaboration, and enhancing leadership effectiveness.

Training Objectives:

- Understand the concept and importance of emotional intelligence in the workplace.
- Develop self-awareness and self-management skills.
- Identify and manage emotions effectively.
- Enhance empathy and understanding of others.
- Build strong interpersonal relationships.
- Improve communication and conflict resolution skills.
- Utilize emotional intelligence for effective teamwork and collaboration.
- Apply emotional intelligence in leadership and decision-making.
- Create a positive work environment that supports emotional intelligence.

34. Talent Assessment and Success Profiles

Overview:

The Talent Assessment and Success Profiles training program is designed to provide participants with the knowledge, skills, and strategies to effectively assess talent and create success profiles within their organizations. This program focuses on understanding the importance of talent assessment in recruitment and selection, identifying key competencies and skills required for success in specific roles, and developing comprehensive success profiles. Participants will learn best practices for conducting talent assessments, utilizing assessment tools and techniques, and aligning success profiles with organizational goals and culture.

Training Objectives:

- Understand the concept and importance of talent assessment.
- Identify key competencies and skills for success in specific roles.
- Develop comprehensive success profiles.
- Utilize assessment tools and techniques effectively.
- Conduct talent assessments in recruitment and selection processes.
- Align success profiles with organizational goals and culture.

- Maximize objectivity and fairness in talent assessment.
- Interpret and use talent assessment data for decision-making.
- Develop strategies for talent development and succession planning.

35. Remote Work and Virtual Collaboration

Overview:

The Remote Work and Virtual Collaboration training program is designed to equip participants with the knowledge, skills, and strategies to thrive in remote work environments and effectively collaborate virtually. This program focuses on understanding the unique challenges and opportunities of remote work, developing effective remote work habits and routines, utilizing virtual collaboration tools and technologies, and fostering strong communication and collaboration in virtual teams. Participants will learn best practices for remote work productivity, time management, maintaining work-life balance, and building strong relationships with remote colleagues.

Training Objectives:

- Understand the challenges and benefits of remote work.
- Develop effective remote work habits, routines, and self-discipline.
- Utilize virtual collaboration tools and technologies effectively.
- Enhance communication and collaboration skills in virtual teams.
- Manage time and priorities for remote work productivity.
- Maintain work-life balance in a remote work environment.
- Build strong relationships and trust with remote colleagues.
- Overcome common challenges of remote work and virtual collaboration.
- Foster a positive remote work culture within the organization.

36. Conflict Management and Negotiation Skills for Managers

Overview:

The Conflict Management and Negotiation Skills for Managers training program is designed to equip managers with the knowledge, skills, and strategies to effectively manage conflicts and negotiate successful outcomes in the workplace. This program focuses on understanding the dynamics of conflicts, developing leadership skills for conflict resolution, enhancing communication and problem-solving skills, and mastering negotiation strategies. Participants will learn best practices for creating a positive work environment, fostering collaboration, and reaching mutually beneficial agreements.

Training Objectives:

- Understand the nature and impact of conflicts in the workplace.
- Develop leadership skills for conflict management.
- Enhance communication and active listening skills.
- Utilize problem-solving approaches to address conflicts.
- Master negotiation strategies for effective outcomes.
- Identify and manage emotions in conflict situations.
- Build collaborative relationships for conflict resolution.
- Foster a positive and productive work environment.
- Apply conflict management and negotiation skills in managerial roles.

37. Training Program: HR Compliance and Risk Management

Overview:

The HR Compliance and Risk Management training program is designed to provide HR professionals and managers with the knowledge, skills, and strategies to ensure compliance with legal requirements and effectively manage HR-related risks within organizations. This program focuses on understanding key HR compliance areas, developing risk management strategies, implementing policies and procedures, and promoting ethical practices. Participants will learn best practices for mitigating HR risks, conducting internal audits, and fostering a culture of compliance and accountability.

Training Objectives:

- Understand the importance of HR compliance and risk management.
- Identify key areas of HR compliance and legal requirements.
- Develop risk management strategies for HR functions.
- Implement policies and procedures to ensure compliance.
- Conduct effective internal audits and risk assessments.
- Promote ethical practices and a culture of compliance.
- Mitigate HR-related risks and liabilities.
- Stay updated on changing HR laws and regulations.
- Foster accountability and responsibility within the organization

38. HR for Startups and Small Businesses

Overview:

The HR for Startups and Small Businesses training program is specifically designed to provide entrepreneurs, startup founders, and small business owners with the essential knowledge, skills, and strategies to effectively manage HR

functions within their organizations. This program focuses on understanding HR fundamentals, developing HR policies and procedures, recruiting and hiring best practices, employee onboarding and development, performance management, and legal compliance. Participants will learn practical techniques and strategies tailored to the unique HR challenges and needs of startups and small businesses.

Training Objectives:

- Understand the role and importance of HR in startups and small businesses.
- Develop HR policies and procedures aligned with business goals.
- Implement effective recruitment and hiring strategies.
- Design and execute employee onboarding and development programs.
- Understand performance management and evaluation techniques.
- Ensure legal compliance in HR practices.
- Address common HR challenges faced by startups and small businesses.
- Foster a positive work culture and employee engagement.
- Build a scalable HR infrastructure for future growth.

39. Employee Financial Wellness and Retirement Planning

Overview:

The Employee Financial Wellness and Retirement Planning training program is designed to empower employees with the knowledge and tools to effectively manage their personal finances, plan for retirement, and achieve long-term financial security. This program focuses on educating employees about financial literacy, budgeting, debt management, investment strategies, retirement savings options, and post-retirement planning. Participants will learn practical skills and strategies to make informed financial decisions and create a roadmap for a financially secure future.

Training Objectives:

- Enhance employees' financial literacy and understanding of key financial concepts.
- Teach budgeting skills and techniques for effective money management.
- Provide strategies for managing debt and improving credit scores.
- Educate employees about investment options and strategies for wealth accumulation.
- Guide employees in retirement savings planning, including different retirement accounts and contribution strategies.
- Discuss retirement income sources, such as Social Security, pensions, and personal savings.
- Explore post-retirement financial planning, including healthcare costs and estate planning.

- Foster a culture of financial wellness and empower employees to take control of their financial futures.

Conclusion:

To engage in the training programs outlined in our training handbook, we recommend reviewing the available programs and assessing which ones align with your organization's needs and goals. Contact our training team to express your interest and discuss customization options. Send Email or Calls on details below



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