



Paran International  
Employment Services



# PARAN INTERNATIONAL EMPLOYMENT SERVICES (PIES)

## TRAINING CALENDAR

2025

| COURSE DESCRIPTION   | DURATION | MONTH       | TARGET GROUP   |
|--|----------|-------------|--|
| 1. Labour law Updates and Amendments for Finance Professionals: <ul style="list-style-type: none"> <li>• <b>A comprehensive guide to calculating retrenchment costs under the new regulations (S.I 191 of 2024</b></li> <li>• <b>Understanding the financial repercussions of noncompliance with labour laws</b></li> <li>• <b>Navigating employee benefits and taxation</b></li> <li>• <b>Quantifying the financial costs of wrongful termination of employment contracts</b></li> <li>• <b>The interplay between leave policies and payroll implications</b></li> <li>• <b>Financial implications of CBAs and wage negotiations with trade unions</b></li> <li>• <b>Labour law risks: strategies for insurance and mitigation</b></li> </ul> | 1 day    | 13 February | Accountants, Finance Managers, Auditors, Tax professionals, Banking & Investment professionals |
| 2. Leadership and Management Competence and Skills Enhancement Training:   | 1 day    | 14 March    | CEOs, Departmental Heads, Team leaders, Managers, Supervisors                                  |

|   |        |             |   |
|---|--------|-------------|---|
| <ul style="list-style-type: none"> <li>• SMART Goal setting</li> <li>• Goal alignment</li> <li>• Goal setting process and overcoming obstacles</li> <li>• Time management</li> <li>• Understanding the key principles and theories of leadership.</li> <li>• Developing self-awareness and emotional intelligence as a leader.</li> <li>• Enhancing communication and interpersonal skills for effective leadership.</li> <li>• Learning strategies for building and leading high-performing teams.</li> <li>• Developing skills in decision-making, problem-solving, and critical thinking.</li> <li>• Gaining insights into effective coaching and mentoring techniques.</li> <li>• Developing skills for managing conflicts and resolving issues.</li> <li>• Enhancing strategic thinking and planning abilities.</li> <li>• Fostering innovation and adaptability in leadership roles.</li> </ul> |        |             |   |
| <p>3. Corporate Support Staff Capacity Development Training:</p> <ul style="list-style-type: none"> <li>• Customer service excellence</li> <li>• Data protection and confidentiality</li> </ul>   | 2 days | 27-28 March | Receptionists,<br>Administrative<br>Assistants, HR staff,<br>Communications and |

|  |        |             |   |
|--|--------|-------------|---|
| <ul style="list-style-type: none"> <li>• Understanding online office tools (Word, Excel, PowerPoint, Emails)</li> <li>• Grooming and etiquette</li> <li>• Understanding health and safety at the workplace</li> <li>• Understanding bullying and harassment at the workplace</li> <li>• Understanding employment contracts and labour law updates</li> </ul>   |        |             | Marketing staff, Procurement and Supply Chain Staff, IT staff |
| <p>4. Capacity Building Workshop for Trade Unions:</p> <ul style="list-style-type: none"> <li>• Collective bargaining strategies and techniques</li> <li>• Labour law compliance and enforcement</li> <li>• Dispute resolution and grievance handling</li> <li>• Organizing and recruiting members</li> <li>• Negotiating retrenchment under S.I 191 of 2014</li> <li>• Building alliances and coalitions</li> <li>• Labour law updates and recent developments</li> </ul> | 2 days | 24-25 April | Trade union officials, legal officers                         |
| <p>5. Workers Committee Training:</p>  | 2 days | 8-9 May     | Workers Committee members, works council members              |

|  |        |           |  |
|--|--------|-----------|--|
| <ul style="list-style-type: none"> <li>• <b>Role, responsibilities, and authority of the Workers Committee within the organization.</b></li> <li>• <b>Structure, composition, and election process of the committee.</b></li> <li>• <b>Understanding relevant labor laws, regulations, and collective bargaining agreements.</b></li> <li>• <b>Building effective communication channels between the committee and employees.</b></li> <li>• <b>Developing collaboration skills within the committee to enhance teamwork.</b></li> <li>• <b>Promoting a positive work environment and employee engagement.</b></li> <li>• <b>Grievance Handling and Dispute Resolution</b></li> <li>• <b>Workplace Productivity</b></li> </ul> |        |           |  |
| <p>6. Works Council Training:</p> <ul style="list-style-type: none"> <li>• Introduction to Works Council and its role in the organization</li> <li>• Understanding the legal framework and regulations governing Works Council</li> <li>• Promoting effective collaboration and communication between management and Works Council</li> <li>• Building positive relationships and trust between management and Works Council members</li> <li>• Exploring the rights and responsibilities of Works Council members</li> <li>• Developing a shared understanding of organizational goals and objectives</li> </ul>  | 2 days | 23-24 May | Workers Committee representatives, management representatives, works council members |

|   |  |  |  |
|---|--|--|--|
| <ul style="list-style-type: none"> <li>• Identifying areas of mutual interest and common challenges</li> <li>• Enhancing negotiation and conflict resolution skills for Works Council members and management representatives</li> <li>• Establishing effective mechanisms for information sharing and consultation</li> <li>• Addressing specific topics such as working conditions, employee welfare, and organizational development</li> <li>• Collaborating on decision-making processes and policy development</li> <li>• Ensuring Works Council involvement in organizational change initiatives</li> <li>• Establishing effective channels for feedback and employee representation</li> <li>• Encouraging Works Council participation in fostering a positive work culture and employee engagement</li> <li>• Promoting Works Council's role in enhancing workplace productivity and employee well-being</li> <li>• Sharing best practices and success stories from other organizations with effective Works Council structures</li> <li>• Building a constructive and productive relationship between Works Council and management</li> <li>• Developing strategies for Works Council and management collaboration during challenging times, such as restructuring or cost-cutting measures</li> <li>• Ensuring compliance with legal requirements related to Works Council activities and information sharing</li> <li>• Providing ongoing support and training opportunities for Works Council members and management representatives to enhance their effectiveness</li> </ul> |  |  |  |
|---|--|--|--|

|   |        |            |   |
|---|--------|------------|---|
| <ul style="list-style-type: none"> <li>Building a culture of mutual respect, trust, and cooperation in the organization through the partnership between Works Council and management.</li> </ul>  |        |            |   |
| <p>7. Managing Error Free Dispute Resolution Procedures Seminar:</p> <ul style="list-style-type: none"> <li><b>Understand the purpose and importance of error-free disciplinary hearings.</b></li> <li><b>Familiarize participants with the legal and regulatory framework governing disciplinary processes.</b></li> <li><b>Provide guidance on preparing for disciplinary hearings, gathering evidence, and providing proper notice.</b></li> <li><b>Equip participants with the skills to conduct disciplinary hearings with professionalism and impartiality.</b></li> <li><b>Evaluate evidence and consider mitigating factors in decision-making.</b></li> <li><b>Communicate the outcomes of disciplinary hearings clearly and respectfully.</b></li> <li><b>Conduct a post-hearing review and learn from the disciplinary process.</b></li> </ul> | 2 days | 6-7 June   | Management, workers committee members, HR practitioners, labour lawyers, IR practitioners |
| <p>8. Team Development Retreat:</p> <ul style="list-style-type: none"> <li><b>Team profiling and designing</b></li> <li><b>Understand the importance of effective teamwork in achieving organizational goals.</b></li> </ul>  | 2 days | 12-13 June | Executive, Management, worker leadership, supervisors                                     |

|   |        |            |  |
|---|--------|------------|--|
| <ul style="list-style-type: none"> <li>• <b>Develop strategies for building trust and establishing strong team dynamics.</b></li> <li>• <b>Enhance communication and collaboration within teams.</b></li> <li>• <b>Learn techniques for resolving conflicts and managing team challenges.</b></li> <li>• <b>Foster a culture of accountability and shared responsibility.</b></li> <li>• <b>Improve overall team performance and productivity.</b></li> <li>• <b>Strengthen team relationships and foster a positive team culture.</b></li> <li>• <b>Develop strategies for effective problem-solving and decision-making as a team.</b></li> <li>• <b>Enhance communication and collaboration across different teams and departments.</b></li> <li>• <b>Learn techniques for managing diverse and virtual teams.</b></li> <li>• <b>Foster innovation and creativity within teams.</b></li> <li>• <b>Develop skills for team performance evaluation and continuous improvement.</b></li> <li>• <i>Variety of in-door and out-door Team Building Activities</i></li> </ul> |        |            |  |
| <p><b>9. Occupational Safety, Wellness and Health Training:</b></p> <ul style="list-style-type: none"> <li>• Introduction to occupational safety regulations and legal requirements.</li> <li>• Identifying workplace hazards and implementing preventive measures.</li> </ul>  | 2 days | 26-27 June | HR staff, SHEQ practitioners, wellness champions |



|  |  |  |  |
|--|--|--|--|
| <ul style="list-style-type: none"> <li>• Training on proper use of personal protective equipment (PPE).</li> <li>• Emergency preparedness and response procedures.</li> <li>• Safe handling of hazardous materials and equipment.</li> <li>• Ergonomics and preventing musculoskeletal disorders.</li> <li>• Fire safety and evacuation protocols.</li> <li>• Workplace violence prevention and de-escalation techniques.</li> <li>• Machinery and equipment safety guidelines.</li> <li>• Electrical safety measures and precautions.</li> <li>• Reporting and investigation of workplace incidents and near misses.</li> <li>• Promoting work-life balance and stress management techniques.</li> <li>• Educating employees on the importance of mental health and well-being.</li> <li>• Techniques for managing workplace stress and building resilience.</li> <li>• Creating a supportive and inclusive work environment.</li> <li>• Identifying signs of mental health issues and providing support resources.</li> <li>• Encouraging healthy lifestyle choices and physical activity.</li> <li>• Ergonomics and promoting good posture and movement.</li> <li>• Educating employees on the benefits of regular breaks and relaxation techniques.</li> <li>• Providing resources and guidance on nutrition and healthy eating habits.</li> </ul> |  |  |  |
|--|--|--|--|

|   |  |  |  |
|---|--|--|--|
| <ul style="list-style-type: none"> <li>• Developing strategies for fostering positive relationships and communication.</li> <li>• Promoting general health and hygiene practices in the workplace.</li> <li>• Educating employees on the importance of hand hygiene and proper sanitation.</li> <li>• Preventing the spread of infectious diseases and illness.</li> <li>• Training on safe food handling and storage practices.</li> <li>• Educating employees on the risks of substance abuse and promoting a drug-free workplace.</li> <li>• Providing information on common workplace health hazards and prevention measures.</li> <li>• Promoting regular health screenings and preventive healthcare practices.</li> <li>• Training on recognizing and responding to medical emergencies.</li> <li>• Providing comprehensive first aid and cardiopulmonary resuscitation (CPR) training.</li> <li>• Recognizing and responding to common workplace injuries and medical emergencies.</li> <li>• Training on proper use of first aid equipment and supplies.</li> <li>• CPR techniques for cardiac arrest situations.</li> <li>• Managing choking incidents and other life-threatening situations.</li> <li>• Ensuring employees are prepared to respond effectively in emergency situations.</li> </ul> |  |  |  |
|   |  |  |  |

|  |        |            |   |
|--|--------|------------|---|
| <p>10. Employment Codes of Conduct/HR Policies Development and Review Training:</p> <ul style="list-style-type: none"> <li>• Understand the importance and benefits of HR policies in the workplace.</li> <li>• Develop a systematic approach for policy development and review.</li> <li>• Identify the key elements and components of effective HR policies.</li> <li>• Ensure legal compliance and alignment with relevant laws and regulations.</li> <li>• Involve stakeholders in the policy development and review process.</li> <li>• Write clear, concise, and user-friendly HR policies.</li> <li>• Conduct policy audits and evaluations to identify gaps and areas for improvement.</li> <li>• Implement policy updates and communicate changes effectively to employees.</li> <li>• Develop a sustainable framework for ongoing policy management and review.</li> </ul> | 2 days | 24-25 July | Management, HR Staff, Trade union, worker leadership                              |
| <p>11. Employee Engagement/Satisfaction Training:</p> <ul style="list-style-type: none"> <li>• Understand the concept and importance of employee engagement.</li> <li>• Recognize the impact of rewards and recognition on employee motivation and performance.</li> </ul>   | 1 day  | 22 August  | Management, Worker leadership, HR practitioners, labour lawyers, IR practitioners |

|   |       |           |   |
|---|-------|-----------|---|
| <ul style="list-style-type: none"> <li>• Learn the principles and best practices of effective rewards and recognition programs.</li> <li>• Design and implement a comprehensive rewards and recognition strategy.</li> <li>• Identify and customize appropriate rewards for different employee groups.</li> <li>• Foster a culture of appreciation and celebrating employee achievements.</li> <li>• Develop strategies to measure and evaluate the effectiveness of rewards and recognition initiatives.</li> <li>• Align rewards and recognition programs with organizational goals and values.</li> <li>• Enhance employee satisfaction, engagement, and retention through rewards and recognition.</li> </ul> |       |           |   |
| <p>12. Technology and Digital Skills:</p> <ul style="list-style-type: none"> <li>• Understand the challenges and benefits of remote work.</li> <li>• Develop effective remote work habits, routines, and self-discipline.</li> <li>• Utilize virtual collaboration tools and technologies effectively.</li> <li>• Enhance communication and collaboration skills in virtual teams.</li> <li>• Manage time and priorities for remote work productivity.</li> <li>• Maintain work-life balance in a remote work environment.</li> <li>• Build strong relationships and trust with remote colleagues.</li> </ul>   | 1 day | 26 August | Management, Worker leadership, HR practitioners, labour lawyers, IR practitioners |

|   |       |              |  |
|---|-------|--------------|--|
| <ul style="list-style-type: none"> <li>• Overcome common challenges of remote work and virtual collaboration.</li> <li>• Foster a positive remote work culture within the organization.</li> </ul>  |       |              |  |
| <p><b>13. Designing and Implementing Performance Management Systems:</b></p> <ul style="list-style-type: none"> <li>• Understand the importance of performance management in achieving organizational objectives.</li> <li>• Learn the key components and principles of a performance management system.</li> <li>• Develop skills in setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) performance goals.</li> <li>• Gain insights into effective performance measurement and evaluation techniques.</li> <li>• Learn strategies for providing constructive feedback and coaching for performance improvement.</li> <li>• Develop skills in conducting performance appraisals and performance discussions.</li> <li>• Explore methods for identifying and addressing performance gaps.</li> <li>• Understand the role of performance management in talent development and succession planning.</li> <li>• Learn techniques for managing and documenting performance-related conversations.</li> </ul> | 1 day | 19 September | HR Managers, line managers, supervisors, business owners, team leads |
|   | 1 day | 17 October   |  |

|   |              |                   |  |
|---|--------------|-------------------|--|
| <p>14. Change Management and Organizational Development Workshop:</p> <ul style="list-style-type: none"> <li>• Understand the importance of change management and organizational development.</li> <li>• Learn the stages and models of the change process.</li> <li>• Develop skills in managing resistance to change.</li> <li>• Enhance communication and stakeholder engagement during change initiatives.</li> <li>• Learn techniques for assessing and managing organizational readiness for change.</li> <li>• Explore strategies for leading and supporting individuals through change.</li> <li>• Develop action plans for implementing change initiatives effectively.</li> <li>• Foster a culture of adaptability and continuous improvement.</li> <li>• Gain insights into evaluating and sustaining change efforts.</li> </ul> |              |                   | <p>Senior leaders, change agents, department heads, HR professionals, project managers</p>           |
| <p>15. Employee Well-Being and Work-Life Balance Training:</p> <ul style="list-style-type: none"> <li>• Understand the importance of employee well-being and work-life balance.</li> <li>• Recognize the impact of well-being on employee performance and productivity.</li> <li>• Identify signs of stress and burnout and their effects on individuals and organizations.</li> <li>• Learn techniques for managing stress and promoting self-care.</li> </ul>   | <p>1 day</p> | <p>7 November</p> | <p>HR professionals, managers, counselors, occupational health practitioners, wellness champions</p> |

|  |       |             |   |
|--|-------|-------------|---|
| <ul style="list-style-type: none"> <li>• <b>Develop strategies for achieving work-life balance and integration.</b></li> <li>• <b>Create a supportive work environment that prioritizes employee well-being.</b></li> <li>• <b>Implement well-being initiatives and programs within the organization.</b></li> <li>• <b>Foster a culture of work-life balance and flexibility.</b></li> <li>• <b>Measure and evaluate the effectiveness of well-being initiatives.</b></li> </ul>  |       |             |   |
| <p>16. Conflict Management and Negotiation Skills Training:</p> <ul style="list-style-type: none"> <li>• <b>Understand the nature and impact of conflicts in the workplace.</b></li> <li>• <b>Identify common causes and triggers of workplace conflicts.</b></li> <li>• <b>Develop effective communication and active listening skills.</b></li> <li>• <b>Apply negotiation techniques to resolve conflicts.</b></li> <li>• <b>Facilitate mediation processes to promote constructive resolutions.</b></li> <li>• <b>Identify and manage emotions in conflict situations.</b></li> <li>• <b>Promote empathy and understanding among conflicting parties.</b></li> <li>• <b>Foster a positive and collaborative work environment.</b></li> </ul> | 1 day | 12 December | Managers, supervisors, team leaders, HR staff, IR practitioners, labour lawyers |

- |  |  |  |  |
|--|--|--|--|
| <ul style="list-style-type: none"><li>• <b>Develop strategies for preventing and managing conflicts in the future.</b></li></ul> |  |  |  |
|--|--|--|--|

#### NOTES:

**1. Fees**

All training fees are charged per person

**2. Payment**

Training fees are payable in advance and in full

**3. Travelling and accommodation for in person training**

Delegates should make their own travelling and accommodation arrangements

**4. In-house trainings**

All the above courses can be customized and presented in-house i.e. at your organization or chosen venue.

**If you are interested in learning more about our training offers or would like to get a quote for any of our seminars, please do not hesitate to contact us.**

- Email: [trainings@paraninterlabour.com](mailto:trainings@paraninterlabour.com)
- Phone/WhatsApp: [+263 777 952 135](tel:+263777952135)

**Thank you for your continued support. We look forward to working with you.**





**Paran International**  
**Employment Services**

- 🏠 **Head Office**  
**No. 11 Dunmore Avenue**
- ☎ **Queensdale, Harare**  
**+263 24 257 0098**
- 🌐 **+263 77 795 2135**  
**[www.paraninterlabour.com](http://www.paraninterlabour.com)**

## **Training Services**

[trainings@paraninterlabour.com](mailto:trainings@paraninterlabour.com)