



WORKSHOP ON
HUMAN RESOURCE DEVELOPMENT

02 – 06 AUGUST, 2010
O'SPRING ESTATE, MURREE



Human Resources



CHURCH WORLD SERVICE-PAKISTAN/AFGHANISTAN

Church World Service-Pakistan/Afghanistan has been certified to ISO 9001:2008 for the provision of services relating to
“Development & Relief Agency”



WORKSHOP OVERVIEW

This workshop will focus on the use of Human Resource Development (HRD) in organizations promoting good governance within organizational structures and leading to organizational development as a whole. The entire process will be challenging as it requires intensified and targeted support to partners in strengthening their governance and management structures while taking into consideration the context of each organization.

As it is often said that an organization is only as good as its people, HRD is taken as an integral task of management concerned with; decisions, strategies, factors, principles, operations, practices, functions, activities and methods related to the management and development of people in an organization. It also focuses on dimensions related to people in their employment relationships. The responsibility of HRD is to take timely and correct execution of actions that promote their staff member's successful performance and also adds value to the delivery of goods and services, as well as to the quality of work life for staff.

Organizations are becoming increasingly aware of the added value of a strong HR function. Recognizing the need for positioning and elevating the role of HR in an organization, CWS-P/A offers a workshop on "Human Resource Development."

PARTICIPANTS WILL BE ABLE TO

Have a clearer understanding of the concepts, processes and practices that form the basis of a successful HRD including the latest trends in HRD.

- Enhance skills in a range of functions related to the recruitment and selection of staff, including writing job descriptions and conducting job interviews.
- Explain and perform functions related to day-to-day staff management issues including organizing and conducting orientation programs for new staff; planning and conducting on-the-job training; and dealing with diversity and discrimination at work.
- Comprehend and illustrate the importance of performance management system including appraisal, conflict management and giving feedback.
- Increase understanding of reward and retention including; staff turnover; and terms and conditions.
- Demonstrate basic training and development skills; including the importance of training needs analysis, coaching and mentoring; on-the-job training and training evaluation.
- Share good and bad practices on all the above.
- Develop certain systems and adoption of HR policies and procedures which are crucial.

APPROACH

CWS-P/A would like to launch its new approach in trainings and this training workshop will not be academic. Emphasis will be on development of certain policies and adoption of procedures that



are essential in HRD. After the training workshop, online facilitation / consultation will also be provided to partner organizations for facilitating them in adaptation of these policies.

METHODOLOGY

The training workshop is highly interactive and includes experiential learning and other methodologies such as brief lectures and presentations, small group activities, plenary discussions, and role plays. Opportunities will be provided for a one-on-one session with the facilitator for each participant who wishes to discuss HR related issues. In addition opportunities will also be provided to participants who wish to opt for on-line facilitation / consultation after the training workshop.

THE FACILITATOR

Ms. Uma Narayanan, specializes in human resources and organizational development for medium to large scale organizations, mostly in the humanitarian and not for profit sectors. Ms. Narayanan has a background in International Organizational and Systems Development and worked as an Organization Development and Human Resources practitioner mostly in Southeast Asia and South Asia, for almost a decade.

Comfortable and adapted to various cultural, economical, linguistic, and religious environments Ms. Narayanan's recent mandates include supporting the restructuring process of a major humanitarian organization that covers the East Africa region. Ms Narayanan continues to redesign the HR practices and policies for various international humanitarian organizations including some in Afghanistan, Mongolia, Pakistan, Nepal, and Sri Lanka. As a Facilitator, Ms Narayanan has organized, co-facilitated, and facilitated over 50 workshops and training sessions both locally and internationally for various organizations.

MODULE

Emphasis of the training workshop will be on development and adaptation of certain essential systems in order to run an effective HR department.

- HR and Organizational Development
- Recruitment, Induction, Resignation and Termination
- Staff Contract and Psychological Contract
- Reward and Retention
- Performance Appraisal Mechanism
- Staff Development
- Staff Regulations and HR Policies

LANGUAGE

Proficiency in English is a must.



ELIGIBILITY CRITERIA

This training workshop is designed primarily for middle to senior level managers who are directly and indirectly involved in HR of their organization.

- Middle to senior level managers with a minimum of 3-5 years experience .
- Managers who wish to position HR strategically in their organization.
- Experience in HRM or HRD.
- Manage or work in a diverse team.
- Managers who wish to reflect on their own HR management styles and practices.

Short listed applicants will be required to complete all pre-workshop assignments before participation in the workshop.

Training Dates: 02 – 06 August, 2010

Venue: O'Spring Estate, Murree

Registration Fees: Rs. 27,000/- (including lodging and meals)

The organizations are responsible to cover travel costs of their participants.

CANCELLATION/POSTPONEMENT

CWS-P/A reserves the right to cancel or postpone the training if circumstances require. Registered participants will be informed with 100% fee refund. However, if the participant wishes to cancel the registration, he/she requires informing CWS-P/A office at least one week in advance or else the fee will not be refunded.



CHURCH WORLD SERVICE-PAKISTAN/AFGHANISTAN

Church World Service-Pakistan/Afghanistan (CWS-P/A) is an international non-governmental organization (INGO), which implements humanitarian and development activities across Pakistan and Afghanistan through the following three programs: Capacity Building Program (CBP), Disaster Management Program (DMP), and Social Development Program (SDP). Globally, CWS-P/A is part of CWS, Inc. while locally it is established through its advisory board and regional/national networks. CWS-P/A is registered with both the governments of Pakistan and Afghanistan. Since 1954, CWS-P/A has worked for the development and relief of marginalized communities on the basis that all individuals irrespective of race, faith, color, sex, economic status, and political stands have the right to choose how to live. CWS-P/A assists marginalized communities to achieve economic prosperity and improve human and social capital through participatory endeavor, which liberates people and enhances their capacities to take control over their lives.

From the first office in Karachi, CWS-P/A quickly diversified from running solely SDP projects to encompassing CBP and DRP. These programs incorporate major cross-cutting themes like gender development, health (including HIV & AIDS), and good governance. CWS-P/A also exhibits strength in managing intensive interventions for refugees such as shelter and health programs including the Mansehra Health Program and Nangahar Health Program. Research and advocacy for key social and political issues is a CWS-P/A priority, specifically its research in 2007/08 in support of PACFREL, an eight member coalition of INGOs and NGOs working for free and fair elections in Pakistan. Food security is another significant area to which the organization caters in Pakistan and Afghanistan. Currently, CWS-P/A operates from its head office in Karachi and additional offices in Islamabad, Lahore, and Abbottabad in Pakistan and Jalalabad and Kabul in Afghanistan. It also runs a training center in Murree, Pakistan.

CWS-P/A employs over 300 staff members and works with more than 350 partners. The CWS-P/A staff is a diverse group which represents a multitude of regions, ethnicities, and religions from within Pakistan and Afghanistan and from the rest of the world.

In 2005, CWS-P/A received ISO 9001:2000 accreditation and was awarded USAID management standards certification the following year. Recently, in 2010 CWS-P/A got up gradation to ISO 9001:2008 accreditation.

PROMOTING GOOD GOVERNANCE

Within the umbrella of CBP, Promoting Good Governance (PGG) has been a long standing and mature program that has found its niche in the humanitarian sector, especially in Pakistan, and demonstrates clear ownership towards some of the partner CSOs through various interventions in this program. PGG has been successful in earning a positive image, and is branded for its high quality service delivery using systems and procedures that are ISO and USAID certified. Its visibility is due to its high credibility. The partner organizations consider PGG to be a platform to raise social critical issues among partners, as well as raise awareness about the importance of capacity building and organizational development among them.

Moving a step ahead, PGG has introduced that capacity building is much more than trainings and includes, human resource development, the process of equipping individuals with the understanding, skills and access to information, knowledge and training/s that enable them to perform effectively. Organizational development is essential in elaborating management



structures, processes and procedures, not only within organizations but also the management of relationships between different organizations and sectors (public, private and community).

FOR FURTHER DETAILS PLEASE CONTACT

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DISCLAIMER

CWS-P/A shall not be made liable for any damage, loss, illness, injuries or death that may occur to or be caused by the participants during the course of training or travel to and from the training venue.