



Consultants & Advisors  
www.yankahlink.net

## Yankahlink Limited

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May 2, 2014

### **INVITATION TO REGISTER FOR A CAPACITY DEVELOPMENT WORKSHOP**

#### **“EFFECTIVE MANAGEMENT REVIEW & AUDIT OF THE HUMAN RESOURCES FUNCTION”**

**MAY 27-28, 2014, SUNLODGE HOTEL, TESANO, ACCRA**

We are pleased to invite you (as well as Internal Auditors and Human Resources Department staff in your Institution) to participate in our upcoming two-day professional development training workshop on the above subject scheduled to be held at the Sunlodge Hotel, Tesano, Accra from Tuesday-Wednesday, May 27-28, 2014 from 8:30am to 4:00pm each day.

**Why Attend?:** Every institution relies on an effective human resource management function to steer cordial industrial relations, sustain employee confidence that their employer cares for them and provide the strong indicators that the institution is on the right developmental path at all times. Nonetheless, most human resource functions (whether large or small, mechanised or manual) never get a thorough review to provide the requisite assurance to management. Indeed, many internal and external auditors never really audit or review the HR function beyond asking for files or documents.

We will therefore examine and demonstrate effective methodologies for undertaking management reviews and/or audits of operational Human Resources systems to assure management that the Human Resource function is indeed delivering value for money and corporate satisfaction. Our focus will include but not limited to Recruitment, Records Management System, Change Management, Wages & Salaries Administration, Career Progression & Succession Planning, Training & Development, Industrial Relations, Staff Separation Management, Staff Performance Management as well as Interfaces with Associated Systems. Our hands-on practical learning modules to be explored will enable participants leave the workshop well-equipped to add value, and create the requisite improvement impact on the corporate governance of their institutions.

**Registration Details & Fees:** We have attached our workshop registration pack for your further action please. The fee per participant is Seven Hundred & Fifty Ghana Cedis (GHS750.00) (inclusive of VAT/NHIL) covering the professional development training, the course materials, two daily snacks, buffet lunch and participation certificate.

We look forward to your participation in this programme. Thank You.

Eric N. Yankah  
**EXECUTIVE DIRECTOR**

# yankahLINK

TRAINING  
Programmes

Connecting Business Leaders to Ideas, Concepts & Experiential Learning

You are invited to another cutting-edge  
Training & Development Workshop on the subject:

## **EFFECTIVE MANAGEMENT REVIEW & AUDIT OF THE HUMAN RESOURCES FUNCTION**

**Sunlodge Hotel, Tesano, Accra**

**Tues-Wed, May 27-28, 2014**

**@ 8:30am - 4:00pm each Day**

### **WHY YOU SHOULD ATTEND:**

Any business that does not take its Human Resource Management function serious risks being at the peril of corporate instability and stagnation. From the one man business to the multi-branch conglomerate, it is essential and critical that periodic reviews are undertaken to ensure that the function is performing as it should be. Despite the astuteness and or competencies of the persons in charge of the function, no stone must be left unturned during such reviews. Every institution must invest in undertaking a comprehensive management review or audit of the full HR function. This is the workshop that would discuss the hows & whys and empower you to get going with practical ideas and suggestions.

**Management & Leadership's  
responsibility is to manage  
people, systems & resources  
to deliver on Commitments  
& Strategic Objectives  
ensuring that they do so  
legally, with equity,  
transparency, efficiency,  
effectiveness & economy**

We will delve into the depths of the subject and highlight the

#### **Effective HR Triggers**

- > Sound & Up-to-date database
- > Effective staff due diligence
- > Information currency
- > Proactive industrial relations
- > Strong Corporate Culture
- > High Emotional Intelligence
- > Balanced, firm, impartial discipline
- > Ability & readiness to learn & grow

core issues that must be the focus of HR Management reviews and/or audits whether the supporting systems are mechanised or manual. We will review effective methodologies for undertaking management reviews and/or audits of operational HR systems to assure management that the HR function is indeed delivering value for money and corporate satisfaction. The coverage will include, but not limited to HR employee database and system administration, recruitment, staff administration, training & development, succession planning, performance appraisals,

disciplinary systems, industrial relations, wages & salaries administration, linkages to payroll and other corporate systems, post-employment staff data and archives, etc

**Don't grope in the dark scratching the walls!**

**Come and learn how to stay at least one step ahead. THIS IS YOUR WORKSHOP!!**

## Four Easy Ways to Register

- a) Call Amoakowaa or Anita on our Course Hotlines
  - 030-3207028 or 030-3207029
  - 028-3207028 or 028-3207029
- b) Email us at [courses@yankahlink.net](mailto:courses@yankahlink.net)
- c) Download & complete the registration forms from [www.yankahlink.net](http://www.yankahlink.net)
- d) Send us a fax on 030-3207030

The participation Fee for the Workshop is **GHC750 per delegate** (VAT Inclusive)

Payment by Cash or Cheques & Bankers Drafts payable to **YANKAHLINK LIMITED**

### **WHAT YOU GET:**

The professional development training, the course materials, two daily snacks, buffet lunch, & your participation certificate

plus a networking opportunity to expand your horizons and share ideas & experiences with other participants.



### **WHO SHOULD ATTEND:**

Board Audit & Risk Committee Members, Internal Auditors, Heads of Institutions, HR Practitioners, Administrators, Management & Staff involved or interested in the renaissance of their Human Resource functions, etc.

## **HR & The Corporate Truth**

**Assurance of Effective HR implies less Risk & implies:**

- knowing & living the Truth about our institution
- Reduced Employee fraud
- Improved Mgmt & Governance
- Opportunity for "peaceful" industrial climate
- Sustained good corporate reputation

**yankahLINK**  
Consultants & Advisors

## **Yankahlink Limited**

We provide consulting and advisory services in a variety of specialised areas of interest with a client-friendly collaborative approach.

**SOLUTIONS YOU WILL BE PROUD TO RECOMMEND TO OTHERS**

VISIT , WRITE OR GIVE US A CALL TODAY

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Krakue Street, Community 1, Tema  
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We also run in-house customised management development and awareness programmes for groups & institutions on Fraud, Risk, Business Planning, Governance & Strategy as well as Board & Senior Management retreats & orientation workshops .



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**PARTICIPANTS' BOOKING FORM**  
**SEMINARS & TRAINING WORKSHOP BOOKING FORM**

**SELECTED SEMINAR/WORKSHOP:** \_\_\_\_\_

*(Please use separate forms if registering for more than ONE workshop)*

**CORPORATE BOOKING? [Yes/No]** \_\_\_\_\_ (if yes, Signature of Authorising Officer is required)

Name of Institution (if Corporate Booking) .....

Address.....

**Participant(s) to be registered:**

	<b>FULL NAME (as must appear on Participation Certificate)</b>	<b>TITLE</b>
1		
2		
3		
4		

(Please use another sheet to sign in additional delegates from your institution, if applicable)

Contact Person for follow-ups: .....

Office Telephone. .... Cell Phone .....

Responsible Officer/Approving Authority Name: .....

Signature, Date (& Stamp for institutional bookings) .....

**PLEASE NOTE THAT YOUR BOOKING IS CONFIRMED ONLY WHEN FULL PAYMENT HAS BEEN RECEIVED**

**Fees:** The fee per participant is Seven Hundred & Fifty Ghana Cedis (GHC750.00) *inclusive of VAT/NHIL*, which will cover the training, two daily snacks, buffet lunch, course materials and a participation certificate.

**Payments:** All payments may be effected in Cash or with Bankers' Draft or Crossed Cheques payable to **YANKAHLINK LIMITED.**

*If you wish to pay your registration fees directly into our bank account, call us for details.*

**For Further Registration Enquiries,** please contact us by email or phone. You may also speak via our registration hotlines to either Amoakowaa (028-3207028) or Anita (028-3207029).

**REFUND POLICY:** Late cancellation of registration bookings less than 5 days prior to the training event will attract a 75% Fee or Surcharge. Affected participants may however be replaced by alternate officers at no extra cost or surcharge.

**Thank you for your booking. Come & share the learning space with us.**

**You may deliver, post, fax or scan & email your completed Form to us.**  
 You can also call us to collect your Registration Forms and Cheques.