

 P. O. Box GP 1666, Accra, Ghana

Human Resource Service Tel: +233-302-670991-2/ 674697

Training Organisational Development Services Fax: +233 – 302-660313

Financial Advisory & Debt Management Services Email:info@capitalgroupghana.com

Events Management Services

**JULY 20, 2022**

**TRAINING AND DEVELOPMENT/HUMAN RESOURCE MANAGER**

**GHANA WATER COMPANY**

**ACCRA**

  **OUR REF: TCGL/MKT/PC/04**

Dear Sir/Madam,

**INVITATION TO PUBLIC COURSE ON ADDING VALUE THROUGH EFFECTIVE MANAGEMENT TO ACHIEVE CONTINUOUS IMPROVEMENT**

The Capital Group Limited is pleased to invite you to participate in its public course dubbed; **“ADDING VALUE THROUGH EFFECTIVE MANAGEMENT TO ACHIEVE CONTINUOUS IMPROVEMENT”.**

The Capital Group Limited is a Management Consultancy Firm that has, for the past twenty-five years, been providing specialized services in Human Resource, Training, Outsourcing, Recruitment, People and Project Management, Corporate Restructuring and Change Management, Debt Management, Facility Management and Financial Advisory Services.

Please find attached the Course Overview and Outline for your review.

For further details please contact the following persons: Mercy Zempare (Client Services)- 0577681933, Portia Addae Annin (Training & Development)-0201255039 and Melvin Ashitey (Training & Development)- 0552533115.

Looking forward to your participation.

Yours faithfully,

****

**Samuel L. Adetola**

**Chief Executive Officer**

**Course Overview**

Managers of today are concerned with how to continually improve their business processes and ways of work. Effective management, therefore, becomes increasingly important to organizations as it involves planning and goal setting, along with motivation of workers in order to execute the plans established. It is through effective management that organisational executives create purposeful directions and communicate their vision to internal and external stakeholders. Notably, constant improvement of work processes is the number one way through which businesses reduce operating and overhead cost. Additionally, continuous improvement helps to streamline workflows which in turn saves time and money thereby allowing you to increase efficiency.

**Course Outline and Objectives**

**Course Outline -** Some of the key focus areas of the course include:

* The Role of a Modern Manager
* Creating a more Cohesive and Committed Workforce
* Effective Communication Skills
* Managing Conflict, Difficult Situations, People and Time
* Achieving Higher Performance
* Managerial decision making and control processes
* Organizational motivation & leadership

**At the end of the presentation the participants will be able to:**

* Appreciate the new era of management
* Learn the new functions of management
* Strengthen techniques of managing conflict, difficult situations and people
* Master how to create a sustainable competitive advantage
* Foster innovation & change in the workplace
* Leverage organizational strategies to facilitate change
* Create structures & processes to manage teams
* To develop effective skills for :-
* Team building
* Communication
* Decision making
* Delegation

**Methodology**

This training course will utilize a variety of proven adult learning techniques to ensure maximum understanding and retention of the information presented. This includes case studies, interactive activities, exercises, experience sharing and instructional videos.

**Who Should Attend**

* Managers at all levels
* Team leaders and supervisors
* Those aspiring to reach senior levels within their organisations
* Professionals who wish to refresh their skills

**Course Facilitators**

The training will be facilitated by:

**Samuel Leslie Adetola** is the Founder and CEO of The Capital Group. Samuel is a member of the American Society for Training and Development, American Management Association and Society for Human Resource Management (SHRM), USA.

Sammy attended Achimota School and holds a Bachelor’s degree in Finance and Administration from the School of Administration, University of Ghana; a Post Graduate Diploma in Business Studies from the London School of Economics and Political Science – UK and a Master’s degree in Financial Economics from the University College of North Wales – UK. He has also completed many professional courses and participated in several executive training programmes in Europe and the USA including the Wharton Business School, the New York Institute of Finance, Euromoney and Arthur D. Little. He has held senior management and executive positions in two of the most prestigious banks in Ghana.

**Excerpts of Facilitator’s Experience History**

* Lead Consultant and Facilitator - the training of all managers and supervisors on “Leading The Gold Fields Way”.
* Facilitated Team Leadership training for employees of Kinross Chirano Mines
* Facilitated Management training for employees of Cargill Ghana
* Lead Facilitator / Associate Consultant – Employee Engagement and Culture Change / Workshop for Golden Star Resources, 2020
* Lead Consultant and Facilitator - Change Management of Gold Fields Ghana – “DA DA MPUNTU”
* Lead Consultant and Facilitator - Assertiveness Training for all employees of Gold Fields Ghana (Tarkwa and Damang) and all Service Providers/Contractors as part of the Courageous Safety Leadership Program
* Facilitated Leadership training for employees of Royal Senchi,
* Facilitated Leadership training for employees of Passion Air
* Facilitated Succession Planning training for employees of Electricity Company of Ghana
* Mentored Barry Callebaut (Ghana) Limited Senior Managers

**Melvin S. Ashitey** holds a Master of Philosophy in Human Resource management from the University of Ghana Business School. He is a results-oriented young man with cross functional skills under both the soft and hard facets of Manpower Management and possesses passion in HR analytics and data mining.

As the training officer of The Capital Group Limited, he oversees the facilitation of training programs for organizations in various sectors. Prior to this, he served as a Graduate Teaching and Research Assistant at the Organization and Human Resource Department of the University of Ghana Business School, Legon, with special interest in business research on strategic management and industrial relations.

Melvin is privileged to have participated in a number of consultancy projects for some renowned public and private organizations in Ghana such as the MTN Culture Assessment Project for MTN Ghana and the Capacity Building Assessment and Design of Programs for the Ministry of Tourism, Arts and Culture.

**Administrative Information**

**Date: 20TH – 21ST OCTOBER, 2022.**

**Time: 9:00AM T0 3:00PM**

**Venue: THE CAPITAL GROUP TRAINING CENTRE**

Zoti Residential Area Korle-Bu, Accra

**Rate per Participant: GHC 1,000.00 (VAT exclusive)**

**NB:** This covers tea or coffee break, lunch, course materials and certificate.

|  |  |
| --- | --- |
| **NOTE**1. **Registration**

A place will be reserved for you upon receipt of your registration via e-mail or over the phone. Registration form is to be mailed to:  mercy.zempare@capitalgroupghana.com,  portiaaddae@capitalgroupghana.com or  m.ashitey@capitalgroupghana.com 1. **Early Bird Special (5% discount)**

This is for anyone who registers by 25th August, 2022 | 1. **Changes to Programme**

The Capital Group reserves the right to change programme date, time, fees and speakers that can occur due to unforeseen circumstances. Every effort, however, will be made to inform participants of any changes.1. **Customized Training and HR Solutions**

For enquiries, please call Portia on 057-739-8562 or email portiaaddae@capitalgroupghana.com |

**Registration Form**

|  |  |
| --- | --- |
| Participant’s Details (Compulsory Information)Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First name /Surname (As in ID card or passport) Male FemaleJob Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact Details *(If Different from Participant)*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |