



Hemisphere Consulting

PeopleStrategiesForBusiness™

Hemisphere Consulting Pte Ltd - 200210903G | Hemisphere Consulting [Malaysia] Sdn Bhd - 200719382R | Hemisphere Consulting [Indonesia] Pte Ltd - 200912776W
300 Beach Road, The Concourse #29-03, Singapore 199555 | www.hc.com.sg | Tel: +65 6396 6331 | Fax: +65 6396 6332 | email: c-serv@hc.com.sg

Enhancing HR Skills Workshop

Public Program: Contact for Dates

In-House Programs: By Arrangement

Enhancing HR Skills

Human Resources is a critical component in differentiating the success for people and business strategies in organisations. In today's changing and competitive environment, HR Professionals are strategic partners to the business. You contribute to the development and the accomplishment of organisation-wide business plans and objectives and focus on getting the best out of people. This workshop will provide you with a comprehensive HR skills profiling exercise and enable you to identify and develop key skills that you need to excel in as an HR Professional. In addition the workshop will also give you an overall view of your role and responsibilities as an HR Professional.

Workshop Content

- Comprehensive HR skills profiling
- HR Challenges in a changing & competitive environment
- Understand your roles and responsibilities as a Business HR Professional
- Understand the HR skills / competencies you need to demonstrate and bring them into sharper focus
- Your role in Developing Effective HR Policies
- Manage Conflict – what is your style?
- Sharing of Best Practices

During the workshop participants will also be facilitated to create their Development Action Plans to enhance their effectiveness as HR Professionals

Who Should Attend?

HR Professionals, line managers, consultants and other leaders in organizations who have responsibility for bringing out the best in their people

What You Receive With Enrolment

- Copies of materials
- HR skills profiling
- Morning and afternoon teas and lunch

Optional Additional Elements

Use of psychometric instruments to facilitate the process - Participants can also be profiled in/receive the following:

- MBTI®
- FIRO-B®

What You Will Get Out of This Program

- HR Skills Profiling
- Enhanced understanding of HR skills you need as an HR Professional
- Understanding of your roles and responsibilities a Business HR Professional
- Sharing of Best Practices
- Expanding your self awareness and understanding your conflict resolution style
- Morning and afternoon teas and lunch

Coaching and mentoring services are available to enhance the learning experience and to provide participants with additional support that may be necessary after the program

Course Leader – Robin Robbins

Robin is the Principal Consultant of Hemisphere Consulting, a consultancy focusing on people strategies for business. He has over twenty years of experience in the area of personal and leadership development and has held senior positions in H.R. and training with Unilever. Robin conducts in-house and public training and certification programs in the MBTI®, FIRO-B®, Strong Interest Inventory®, Benchmarks® & SKILLSCOPE®. He is also certified in CPI 260® & CPI™ 434. Robin is an Adjunct Feedback Coach with the Center for Creative Leadership (CCL).

Enrolment, Fee & Further Details

Public Program fee: SGD 950 per participant

(Fee includes all resource materials)

(Payment can be made in US\$ if preferred. Relevant government tax is chargeable in addition)

Date, time & location: Contact for Date. 8.45am to 5pm. 300 Beach Road, The Concourse, #29-03 Singapore or Client's own venue.

For Further Information, Please Contact

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Enhancing HR Skills Workshop

□ Contact for Dates 2 Days Program Registration Form

Personal Details

Name: Ms/Mdm/Mrs/Mr/Dr.....

Position:

Organization:

email:

Tel: Fax:

Address:

.....

City: Postcode:

Country:

MBTI Type (if known):

Cancellation Policy

Clients may cancel attendance subject to the following conditions;

Cancellation

- Refund of 85% of total fees, if notifications received in writing two weeks prior to program, AND all materials (if any) returned, in saleable condition.
- Refund of 50% of total fees, if notifications received in writing more than one week but less than two weeks before program, AND all materials (if any) returned, in saleable condition.
- No refund if cancellation received less than one week before program.

Hemisphere Consulting reserves the right to cancel or postpone workshops due to unforeseen circumstances. All fees, terms, and conditions are subject to change without notice.

Fees

Program Fee **SGD 950**

*(Fee includes all resource materials required for the program)
(Relevant government tax is chargeable in addition)*

Note: Payment can be made in US\$ if preferred

Agreement

I hereby certify that the information supplied in this registration is true and correct, to the best of my knowledge. I certify that I have read the conditions of attendance in this training program and I agree to abide by the conditions relating to them.

Signature: Date:

Registration & Payment

Payment in Singapore Dollars **S\$950**

Total amount to be confirmed with invoice.

Mail or fax form to:

Hemisphere Consulting Pte Ltd
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Singapore 199555
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email: c-serv@hc.com.sg web: www.hc.com.sg

Cheque payable to:

Hemisphere Consulting Pte Ltd

Bank transfer: Contact for banking details.

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