

**CHARTERED INSTITUTE OF HUMAN RESOURCE MANAGEMENT, GHANA**  
**2023 CONTINUING PROFESSIONAL EDUCATION PROGRAMMES**

In line with its cardinal objective of advancing the practice of human resource management in Ghana, the Institute shall deliver the following hands-on training programmes for practitioners and non-practitioners.

<b>Course No.</b>	<b>Course Title</b>	<b>Course Objectives:</b> At the end of the programme, participants will be able to:	<b>*Date</b>	<b>Course Fee GHS</b>
CPE 001	<b>Designing &amp; Implementing A Performance Management System</b>	<ul style="list-style-type: none"><li>• Apply a process model when introducing PMS in their organizations.</li><li>• Apply a systems model when analysing the readiness of their organizations for performance management system implementation.</li><li>• Utilize mandatory competencies when facilitating PMS training sessions for their organizations.</li></ul>	<b>February 1 - 2</b>	<b>Fellow/ Chartered Member/Full Member/Associate: 1000</b> <b>Corporate Member: 1000</b> <b>Affiliate Member: 900</b> <b>Student Member: 800</b> <b>Others: 1200</b>

Call 0242438758/0269220210 or send an email to: [membershipmanager@cihrmghana.org](mailto:membershipmanager@cihrmghana.org) for registration and enquiries.

**\*Kindly note: Dates and fees are subject to change\***

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CPE 002	<b>Workforce Analytics</b>	<ul style="list-style-type: none"> <li>➤ Understand what HR analytics is and how it helps to increase HR strategic value.</li> <li>➤ Understand the importance of keeping clean and accurate data as well as how this is executed.</li> <li>➤ Understand how to create merged data from disparate sources such as demographics, compensation, performance, engagement etc.</li> <li>➤ Understand how to frame relevant HR data-driven questions or hypotheses to extract meaning information.</li> <li>➤ Use Excel functions to derive other data attributes such as age, length of service, retirement date, promotion date etc.</li> <li>➤ Understand, compute, analyse and report on HR Metrics such as FTE, Turnover rate, etc.</li> <li>➤ Create faster, richer, intelligible and interactive dashboards on HR datasets.</li> <li>➤ Forecast a number of HR situations into the future for effective planning (eg. the number of staff required for each department, bonuses and salaries, attrition, the need for part-time staff)</li> <li>➤ Interpret HR data for key decision making</li> <li>➤ Implement the above using the world leader in Analytics software</li> </ul>	<b>April 26 - 27</b>	<b>CIHRM Members: GHS2000.00</b>  <b>General Public: GHS2,500.00</b>
CPE 003	<b>The HR Professional and Legal Compliance</b>  <b>The 4 Cs plus Covid effect in Human Resource Legal Relations</b>	<ul style="list-style-type: none"> <li>➤ Write and explain the contents of the Appointment Letter.</li> <li>➤ Understand and apply the terms contained in the Contract of Employment.</li> <li>➤ Describe the Conditions of Service and its application to the Employer and Employee.</li> <li>➤ Define the obligations and rights when interpreting a Collective Agreement.</li> <li>➤ Understand compliance requirements under the Labour Act, 2003 (Act 651) and employment related laws.</li> </ul>	<b>May 25 &amp; 26</b>	<b>Fellow/ Chartered Member/Full Member/Associate: 1000</b>  <b>Corporate Member: 1000</b>  <b>Affiliate Member: 900</b>  <b>Student Member: 800</b>  <b>Others: 1200</b>

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CPE 004	<b>Compensation And Total Rewards Management</b>	<ul style="list-style-type: none"> <li>➤ Understand Compensation Philosophy and Salary Administration system</li> <li>➤ Understand and use basic compensation concepts and principles</li> <li>➤ Implement high quality standards in salary administration programs</li> <li>➤ use Salary Survey Techniques</li> <li>➤ Implement Pay for Performance System</li> </ul>	<b>June 7, 8 &amp; 9</b>	<b>Fellow/ Chartered Member/Full Member/Associate: 1200</b>  <b>Corporate Member: 1200</b>  <b>Affiliate Member: 1000</b>  <b>Student Member: 900</b>  <b>Others: 1400</b>
CPE 005	<b>Unlocking Organizational Capability through Change Management</b>	<ul style="list-style-type: none"> <li>➤ Apply Change management in a Business transformation or Improvement Project to avoid failure</li> <li>➤ Understand the Change Acceleration Process (CAP) and the associated tools and techniques</li> <li>➤ Develop a change plan with clear project actions.</li> <li>➤ To increase the effectiveness of the organisational change efforts they are involved in or about to initiate.</li> <li>➤ To coach groups or enterprises to apply CAP to real change or transformation initiatives.</li> <li>➤ Eliminate ad hoc or unstructured approach to implement change or transitions to ensure success.</li> </ul>	<b>July 12 - 13</b>	<b>Fellow/ Chartered Member/Full Member/Associate: 850</b>  <b>Corporate Member: 850</b>  <b>Affiliate Member: 750</b>  <b>Student Member: 700</b>  <b>Others: 1000</b>
CPE 006	<b>Behavioural Interviewing</b>	<ul style="list-style-type: none"> <li>➤ Utilize the behavioural interviewing model when assessing current selection interview system in their organizations.</li> <li>➤ Apply behavioural interviewing concepts when designing selection interviews.</li> <li>➤ Plan behavioural questions when preparing for selection interviews.</li> <li>➤ Design behavioural interview forms when preparing for the selection interview.</li> </ul>	<b>August 17 &amp; 18</b>	<b>Fellow/ Chartered Member/Full Member/Associate: 1000</b>  <b>Corporate Member: 1000</b>  <b>Affiliate Member: 900</b>  <b>Student Member: 800</b>  <b>Others: 1200</b>

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CPE 007	<b>Making HR A Strategic Business Partner</b>	<ul style="list-style-type: none"> <li>➤ Apply the strategic HR partnership process when preparing annual HR plans.</li> <li>➤ Utilize the strategic HR model when assessing the HR department and its impact on achievement of business objectives.</li> <li>➤ Apply the strategic HR reporting format when preparing monthly HR reports.</li> </ul>	<b>September 6 &amp; 7</b>	<b>Fellow/ Chartered Member/Full Member/Associate: 1000</b>  <b>Corporate Member: 1000</b>  <b>Affiliate Member: 900</b>  <b>Student Member: 800</b>  <b>Others: 1200</b>
CPE 008	<b>The HR Professional and Legal Compliance</b>  <b>The 4 Cs plus Covid effect in Human Resource Legal Relations</b>	<ul style="list-style-type: none"> <li>➤ Write and explain the contents of the Appointment Letter</li> <li>➤ Understand and apply the terms contained in the Contract of Employment</li> <li>➤ Describe the Conditions of Service and its application to the Employer and Employee</li> <li>➤ Define the obligations and rights when interpreting a Collective Agreement.</li> <li>➤ Understand compliance requirements under the Labour Act, 2003 (Act 651) and employment related laws.</li> </ul>	<b>October 19 - 20</b>	<b>Fellow/ Chartered Member/Full Member/Associate: 1000</b>  <b>Corporate Member: 1000</b>  <b>Affiliate Member: 900</b>  <b>Student Member: 800</b>  <b>Others: 1200</b>

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