

MANAGING EMPLOYEE LEARNING AND GROWTH

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Training will provide:

- > A detailed manual/workbook and electronic copy of course material
- > Professional presentation of the course content, case studies and practical exercises
- > One month of free telephonic and e-mail support included
- > Certificate of completion
- > Delivery of course material *(unless otherwise arranged)*
- > Travel and Accommodation for the Facilitator *(if required)*

PLEASE WILL YOU PROVIDE:

- > A suitable training venue with data projector
- > White Board and/or Flip Chart and markers
- > Lunch and refreshments daily

★ COURSE OVERVIEW

Organisations are increasingly realizing that their competitive edge no longer lies only in their products and services, but in their people or human capital. Attracting the right people, motivating and retaining them is fast becoming the priority item on business agendas.

At the heart of retaining organisational talent and intellectual capital is the ability to provide developmental opportunities. Managing employee learning, development and growth involves the careful diagnosis of skills, knowledge and attributes required for the business to achieve its mission and goals and the selection of appropriate learning and development interventions which will contribute positively to both individual and organisational performance. To assist organisations in viewing employee learning and development as a strategic and integrated process and ensuring managers get the best performance from their team, AstroTech is offering a training programme called "Managing Employee Learning and Growth".

The course covers the following key topics:

- > Human, intellectual and emotional capital
- > Building a learning organisation culture: pipe dream or tangible possibility?
- > Career pathing: myth or reality?
- > Career management: organisational and individual responsibilities
- > Skills development and learning: SA context and frameworks
- > Aligning learning and development strategies to business strategy
- > Competency based job profiling
- > Competency assessment
- > Performance gap analysis
- > Competency based skill building and development
- > Understanding individual learning styles
- > Integrating learning approaches and methods
- > Fostering an environment of lifelong learning
- > The manager as coach
- > A practical approach to mentoring
- > So now you've invested in their growth and development, how do you measure your ROI?

...AND MUCH MORE!



COURSE INFORMATION



WHO SHOULD ATTEND

- Managers and team leaders whose key responsibilities include the formulation and implementation of staff learning and development plans
- Human resource development specialists who wish to adopt a more strategic approach to training and development
- Anyone with an interest in staff learning and development



TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- Notepad & pen
- One month of free telephonic and e-mail support included



OUTCOMES

After attending this course attendees should:

- Learn how to manage the career of your staff
- Learn how to measure the return on your investment in staff
- Learn how to perform competency based job profiling
- Learn how to perform a performance gap analysis



TERMS & CONDITIONS

- **PAYMENTS:**
Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:
COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course
COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course
Absent delegates are charged for.
- **POSTPONEMENTS:**
POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- **CANCELLATIONS:**
CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
- **PRESENTERS:**
Should it be necessary, AstroTech Training reserves the right to substitute the presenter.
- **VENUE:**
If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.
- **COMMUNICATION:**
When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- **DISCLAIMER:**
AstroTech Training will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.