



KPMG ACADEMY
JULY - DECEMBER 2010

Grasp knowledge into your hands





PROGRAM DETAILS

Date: 25-26/10/2010

Location: KPMG Offices, Nicosia

Time: 9:00 a.m.-5:30 p.m.

Investment: €500 + VAT
Net investment after subsidy from HRDA of €266: €309 (including VAT)

Language: English

Directors: C. Scodanibbio

Lean Human Resources Management

This seminar may contribute to Continuing Professional Development requirements.

'Total Employee Involvement' (TEI) is the core discipline of the Lean Thinking philosophy. This course is designed to illustrate in detail the TEI discipline and its deployment in all Industries and give a solid overview of its most up-to-date developments (TEP - Total Employee Performance). A comprehensive approach to Lean HR Management will be illustrated in detail and supported with numerous case studies.

Course Objectives

Delegates will learn how to:

- ▶ Explore the key requirements for successful employee involvement
- ▶ Understand the implementation requirements and strategies for getting started
- ▶ Learn how to develop a meaningful employee involvement process in their own organisation
- ▶ Discover the organisational structures that support an effective employee involvement process
- ▶ Implement strategies to increase productivity, quality and performance from personnel and assuring their job satisfaction

Methodology

This course is very interactive and supplemented with practical exercises and case studies

Participants*

This highly interactive event is intended for managers, administrators and champions working with suggestion systems,

continuous improvement, teaming, recognition or other areas of employee involvement.

Course Content

- Requirements for Successful Employee Performance
- Total Employee Involvement (TEI) Discipline
- Parameters Associated with People Performance
- People Performance: Why traditional enterprises find it difficult to achieve
- Organisational Structures that Support an Effective Employee Involvement
- Team work: the solution?
- About Involvement: from the "Suggestion box" Scheme to Total Participation
- Transmitting Basic Lean-Thinking and Value-Adding-Management Concepts to People
- Practical ways and tips to obtain higher people performance
- Implementation Requirements and Strategies for Getting Started

- Tools and Skills Needed to be Successful in a Team Environment
- A Comprehensive Model of Total Employee Involvement
- How World-Class Enterprises achieve high Productivity levels
- Empowerment and Management Style
- Beyond TEI: TEP - Total Employee Performance
- Job Satisfaction
- Lean Human Resources Management

The programme has been approved by the HRDA. Enterprises participating with their employees who satisfy HRDA's criteria, are entitled to subsidy.



*The number of participants is restricted to 25.

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Registration Form

KPMG Academy: July - December 2010

Seminar Details:

Seminar Title: _____

Seminar Date(s): _____

Company Details:

Name: _____

Address: _____

Postcode: _____

Town: _____

Telephone: _____

Email: _____

Delegate (s) Details:

Full Name: _____

Job Title: _____

Telephone: _____ Mobile: _____

Fax: _____

Email: _____

Full Name: _____

Job Title: _____

Telephone: _____ Mobile: _____

Fax: _____

Email: _____

Full Name: _____

Job Title: _____

Telephone: _____ Mobile: _____

Fax: _____

Email: _____

Full Name: _____

Job Title: _____

Telephone: _____ Mobile: _____

Fax: _____

Email: _____

Full Name: _____

Job Title: _____

Telephone: _____ Mobile: _____

Fax: _____

Email: _____

Authorization of Booking:

Signature: _____

Date of Booking: _____

Payment Details:

Number of Participants: _____

Cost per participant*: € _____

VAT 15%: € _____

HRDA subsidy: € _____

Total Amount payable: € _____

*10% Discount for more than two participants from the same company or 20% discount for more than four participants from the same company.

I enclose a cheque payable to KPMG Limited

Bank _____ Cheque No _____

Cheques should be made payable to KPMG Ltd and must be sent to Synthia Pavlou at: 14 Esperidon Street, 1087 Nicosia prior to the starting date of the seminar.

I wish to pay by:

VISA MasterCard Diners Card American Express

Name as it appears on Credit Card: _____

Credit Card Number: _____

Card Security Code:

Mastercard/Visa – last 3 digits on signature strip

American Express – 4 digits in front of card

Expiry Date: /

Terms & Conditions

Cancellations made within five (5) working days prior to the start date of each seminar will not be accepted and the fees will not be refunded. Substitutions are welcome at any time without any additional charge.

KPMG reserves the right to change the date(s) or time of a seminar or cancel a seminar due to low enrollment or any other reason which makes the conduct of a seminar impractical.

You are deemed to have read and understood these terms and conditions before signing this registration form.

For more information please contact:

Synthia Pavlou
Telephone: 22 209 000
Direct Tel.: 22 209 237
Fax: 22 513 294
Email: academy@kpmg.com.cy

14 Esperidon Street
1087 Nicosia, Cyprus

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