

After a huge success in 2011,
Paul Walsh is back in Bangladesh!



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p r e s e n t

Course I

Budgeting and Budget Control of The HR Function

26 & 27 March 2012, Radisson BLU Hotel, Dhaka
9:00 am - 5:00 pm

Course II

Effective Manpower Planning

28 March 2012, Lakeshore Hotel, Dhaka
9:00 am - 5:00 pm

Top 5 Learning Outcomes:

- 1 Identify** key components and cost factors in an HR budget in order to build an effective budget
- 2 Investigate** advanced professional budgeting techniques which will help you manage and forecast effectively
- 3 Build,** monitor and control an HR budget and understand how it links to organizational finance
- 4 Understand** how linking budget control of HR and effective manpower planning will lead to organizational success
- 5 Investigate** how manpower planning can be strategically integrated into organization and business objectives

Your course director Paul Walsh, UK

Former Senior Manager,
Royal Mail, Manchester, UK
responsible for 1,100
employees & a budget in
excess of £ 28 Million

Paul has delivered
HR & Leadership related
courses for Shell,
Pepsi & Petroleum
Development Oman (PDO)

Attained a Postgraduate
Diploma in Business
Administration from
Lancaster University,
UK & a Postgraduate
Certificate in Education and
Training from the University
of Huddersfield, UK

Book Your seat in
both courses and
SAVE BDT 6,000

“ A lot of new concepts were learnt in bringing more objectivity in calculating HR’s worth in the organization. A highly beneficial experience ”
Pepsi Co. International



Course Director: Paul Walsh

Paul Walsh currently mixes his consultancy work with lectures at Further and Higher Education Colleges and Universities in the UK, together with training courses, seminars and workshops in the Gulf region.

Paul has delivered courses in **Leadership, Finance, Manpower Planning** and **Budgeting** for International Institute for Research, Dubai, since 2001. He also spends time teaching adults with learning difficulties, basic business and retail skills.

Moving to Oman in 2003, Paul has delivered Leadership and HR related courses for Petroleum Development Oman (PDO) including courses accredited by the Institute of Leadership and Management, UK (ILM). He has also delivered workshops and facilitated sales learning events and HR development courses for Shell (ME), Pepsi (Oman).

He has a Postgraduate Diploma in Business Administration from Lancaster University, a Postgraduate Certificate in Education and Training from the University of Huddersfield as well as a Certificate in Teaching English to Speakers of other languages from Trinity College, London.

Paul has also undertaken consultancy work in Qatar and Egypt. Prior to founding his own training consultancy in 1999. Paul worked with Royal Mail in various roles, concluding his time there as the senior operations manager in Manchester, responsible for 1,100 employees and a budget in excess of £28 million.

Paul Walsh has worked at all levels of organizations from Junior Supervisor through to Senior Manager and facilitator at Board Level and has dealt with first hand problems faced by managers who are expected to be Leaders, Supervisors, Managers, and Financial Experts in the workplace.

**“Paul Is An Excellent Trainer”
 Human Resources Manager,
 DHL Worldwide Express, UAE**

Paul has trained participants from:



Who Should Attend?

These courses have been specifically designed for HR professionals responsible for Budgeting and / or Manpower Planning of their organizations, including:

- Heads of HR, HR Directors and Managers
- Manpower Planning Managers
- Rewards / IR / Recruitment & Talent Development Managers
- HR Analysts & Specialists
- Career Development Managers
- Training / Learning & Development Managers
- Personnel, Administration and Office Managers

Course Methodology

Each course will be taught through a combination of presentations and group discussions, with interactive exercises throughout to enforce the key concepts.

Please Note: Budgeting & Budget Control of the HR Function is designed for HR professionals with a basic understanding of finance.

Course I

Budgeting and Budget Control of The HR Function

26 & 27 March 2012, Radisson BLU Hotel, Dhaka
9:00 am - 5:00 pm

Program Agenda

Day - One

What Is A Budget?

- Introduction to organizational finance
- The link between budgets and organizational goals
- The Balanced Scorecard
- Cash flow forecasts
- The Budget Cycle
- Preparing a Budget

The Purpose Of Budgets

- Cost control
- Planning revenue and expenditure
- Monitoring plans against actual

Components Of An HR Budget

- Manpower Planning
- Compensation Costs
- Recruitment and Selection
- Training and Development
- Performance Management
- Administration
- The 'cost culprits'

Day - Two

Building An HR Budget

- Successful forecasting
- Cost Benefit Analysis
- Operating Expenses (Opex)
- Capital Expenditure (Capex)
- Projects
- The Training Budget
- Flexible budgeting
- Zero-based budgeting
- Counting the cost of HR

Budget Metrics For HR

- Budgets and Return On Investment (ROI)
- Budgets and discounted cash flows
- Budgets and Internal Rate of Return (IRR)

Measuring Financial Performance

- Monitoring budget performance
- Variance analysis
- Management by exception
- Accountability and responsibility

Course II

Effective Manpower Planning

28 March 2012, Lakeshore Hotel, Dhaka
9:00 am - 5:00 pm

Program Agenda

One Day

The Role Of Manpower Planning Within An Effective Organization

- What is Effective Manpower Planning?
- The need for Manpower Planning
- Links between Manpower Planning and the Mission, Vision, Strategy, Budgets and Objectives of the organization
- Determining manpower needs

Developing A Manpower Plan

- The Manpower Inventory
- The Skills Inventory
- Complications in Manpower Planning

Understanding The Link Between Manpower Plans And Business Financial Plans

- Understanding the links between Reward and Retention

Manpower Planning And Technology

- Software programs for manpower planning
- The use of technology within a manpower plan
- The importance of the plan and its image within the organization and how technology can assist in this process

The Role Of Human Resources In Manpower Planning

- The role of every HR manager
- Links to other departments in the organization
- Temporary resourcing
- Job analysis
- New roles, promotions and major change programs
- Productivity increases and how to balance the manpower books

The Successful Manpower Plan

- Involvement of HR and other departments
- Effective decision making
- Gaining senior management support
- Meeting the organization's objectives



Very informative. Gives a very strategic view of manpower planning
A. Ahluwalia, Talent Acquisition Specialist, Al Fahim Enterprises, UAE

Participants of Paul Walsh's previous courses held in November 2011



The HR Balanced Scorecard

Facilitated by Paul Walsh on 28 November 2011, Dhaka



Creating ROI on HR Initiatives

Facilitated by Paul Walsh on 29 November 2011, Dhaka

**“Superb presentation! Paul’s enthusiasm
for the subject was remarkable.”**

Abdus Salam Bhuiyan, EVP & Head of HR, The City Bank

**“Good knowledge and great insights on
ROI and other HR aspects.”**

Asheta Menon, HR Manager, Trust Alliance

**“Practical, interactive and
overall an excellent program.”**

Mohammad Nazrul Islam, Deputy General Manager, Citycell

**“ROI on HR has become a reality for me.
It was a great experience.”**

Monjurul Alam, Sr. Manager – HR, Eastern Bank Ltd.



HR Kites is the foremost management consultant company in Bangladesh. We suggest, after thorough research, benchmark solutions to enrich leadership potential essential for individual and business growth.

We are trusted strategic partners with our international associates that include a wide range of people and organizations.

We enable leaders to make substantial improvements in their performance which leads to business growth in their respective organization. We work as a team to find innovative solutions based on a need analysis and constantly upgrade our solutions to create new benchmarks. We provide our people with an outstanding place to work with opportunities for growth based on performance. We are eager to engage, communicate and change for people-based transformations through professional skill enhancement programs. We love to earn the Fun @ HR Kites, demonstrating our traits being no. 1 with our client's satisfaction.

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Octara has to its credit, affiliations with key international events such as Leaders in Dubai, MEFTECH, General Meetings of Asia Pacific CSD Group, CDC Investment Road Shows in the Middle East, Leaders in India and The Media & Marketing Festival.

Paving a revolutionary path for the corporate sector, Octara holds alliances with leading industry practitioners and expert consultants from UAE, UK, USA, Australia, Pakistan and Bangladesh.

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28 March 2012, Lakeshore Hotel, Dhaka



Workshop Investment

Course I (Two Days)

BDT 44,999/- per participant

Course II (One Day)

BDT 25,999/- per participant

**Book your seat in both courses and
SAVE BDT 6,000**

***Fee is inclusive of VAT**

Fee includes course material, certificate,
lunch, refreshments & business networking

Registration & Payment Options

- **E-mail your nomination(s) to:**
Humaira Afreen
E-mail : publictraining@hrkites.com
Tel : +88 02 8411985, 8415456-7
Cell : +88 01612999355
- **Send us your:**
Name | Designation | Organization
Mailing Address | Phone, Fax and E-Mail
- A confirmation letter/e-mail and invoice will be sent upon receipt of your registration. Please note that **full payment must be received prior to the event.**
- Send your cheque in favor of "HR Kites"
To: Humaira Afreen
Baridhara DOHS.,
House: 347 (Ground Floor), Road: 05 (East),
Dhaka - 1212, Banagladesh
Tel: +88 02 8411985, +88 02 8415456-7

Cancellation Policy

Our Cancellation Policy is activated as soon as the duly filled signed & stamped HRKites Registration Form is received from the client. Cancellations made at least 10 working days prior to the course will be refunded in full. If a booking is cancelled 10 to 7 working days before a course, a Cancellation Fee of 25% of the course fee is payable. For cancellations made within 7 working days, no refunds can be given. Cancellations must be confirmed by letter, fax or email. Substitutions may be made at any time.

Bring
Course-I
Budgeting and Budget Control of The HR Function
Course-II
Effective Manpower Planning
In-house

These courses can be customized to suit specific needs of your organization at significant savings. Please contact publictraining@hrkites.com or call at +88 01612999355 for more details.

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Graham Moore

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▶ **Ramez Helou**



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Nooruddin Surani

*Organizer reserves the right to change courses, dates, content or method of presentation.



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