

Dear Student,

The 2010 Seminar Series commences in March. These seminars are an integral component for students of BIMAP's:-

- ▣ Certificate in Management Studies (BCMS)
- ▣ Diploma in Management Studies (BDMS)
- ▣ Bachelor of Business Administration (BBA)
- ▣ MSc [Human Resources Management] (UniS)




Details of the seminars, related fees, and venue are presented for your guidance.

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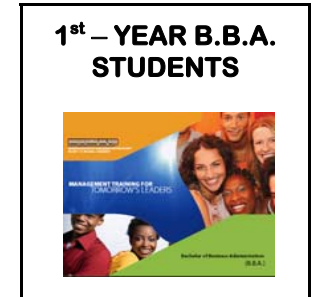
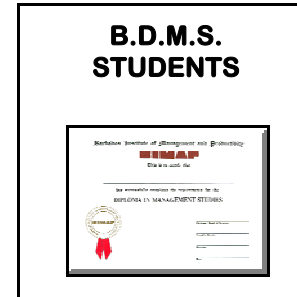
# 2010 Business Seminars

**BARBADOS INSTITUTE OF MANAGEMENT AND PRODUCTIVITY**  
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Seminar Registration Forms are available from the Training Division or may be downloaded from our website at [www.bimap.com.bb](http://www.bimap.com.bb)

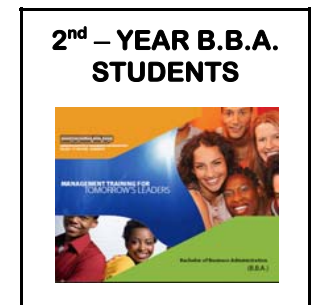
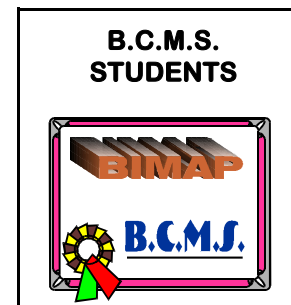
**IMPORTANT NOTE!**



**AND**

BDMS and 1<sup>st</sup> – Year BBA students **MUST** complete all four (4) of the following **FOUNDATION** courses to be eligible to attend the seminars:-

1. **FUNDAMENTALS OF MANAGEMENT**
2. **PRINCIPLES OF ECONOMICS**
3. **FUNDAMENTALS OF SPREADSHEET ANALYSIS**  
or  
**FUNDAMENTALS OF DATABASE MANAGEMENT**
4. **BOOK-KEEPING & ACCOUNTS (BASIC)**  
or  
**ACCOUNTING & FINANCE FOR MANAGEMENT**




**AND**

BCMS and 2<sup>nd</sup> – Year BBA students are eligible to pursue seminars at any point during their programme of study.



**LEADERSHIP**  
[SEM225]


Seminar Description	
<p>An organisation's success can be defined by the quality of its leaders, but developing great leaders has never been tougher. Participants will recognise that leadership is a process that promotes action in the service of the organisation and the community. This seminar will also show participants how to identify tomorrow's best leaders within organisations and how to accelerate their development and deployment, thereby maximizing their value to the various organizations.</p>	
<p>Topics covered include:- •Executive Development •How to Align Executive Development with Corporate Strategy •Leadership Techniques that Work •How to Ensure Accountability and Measure Results •The Role of the Leader/Visionary.</p>	

Seminar Information	
<b>DURATION:</b>	7 Hours
<b>DATE:</b>	FRIDAY, MARCH 5 <sup>th</sup> , 2010
<b>TIME:</b>	9:00 am – 4:00 pm
<b>VENUE:</b>	 , Wildey, St. Michael
<b>S E M I N A R FACILITATOR:</b>	Eliseus Joseph, BA, BSc, MA



**INTERVIEWING SKILLS: SELECTION & APPRAISAL**  
[SEM252]


Seminar Description	
<p>The “interview” is an important instrument in employee selection and appraisal. It provides an opportunity for face to face interaction and the collection of vital information which can facilitate decision-making on selection, performance, career development, training and related areas. The seminar will help participants to develop the proven skill sets to conduct interviews and make the best decisions.</p>	
<p>Topics covered include:- •The Recruitment – Selection Interface •Purpose of Selection •Mechanisms for Selection •The Purpose of the Interview – One-way vs Two-Way •How to Conduct an Effective Interview and •Role Play/Case Studies.</p>	

Seminar Information	
<b>DURATION:</b>	7 Hours
<b>DATE:</b>	FRIDAY, MARCH 12 <sup>TH</sup> , 2010
<b>TIME:</b>	9:00 am – 4:00 pm
<b>VENUE:</b>	 , Wildey, St. Michael
<b>S E M I N A R FACILITATOR:</b>	Janis Marville, BA, MSc



**NEGOTIATING SKILLS**  
[SEM271]

Seminar Description	
<p>Everyone gets involved in negotiation at some time, whether at work, at home, or as a consumer. For some it seems easy, but there are others who view the process of negotiation as a source of conflict to be resisted and avoided if possible.</p> <p>This seminar is designed to give participants a step by step guide to effective and skillful negotiation, through the application of techniques and approaches which positively influence the outcome of any negotiation process.</p> <p>Topics covered include:- •The Principles of Negotiating •Stages of Negotiation •Negotiation Strategies and Tactics and •Handling an Industrial Dispute – Case Study/Role Play.</p>	

Seminar Information	
<b>DURATION:</b>	7 Hours
<b>DATE:</b>	FRIDAY, MARCH 19 <sup>th</sup> , 2010
<b>TIME:</b>	9:00 am – 4:00 pm
<b>VENUE:</b>	 , Wildey, St. Michael
<b>S E M I N A R FACILITATOR:</b>	Candace Browne, BSc, MBA



**PROJECT MANAGEMENT**  
SEM262]

Seminar Description
<p>Increasingly, companies are embarking on a number of project initiatives in order to achieve organizational objectives. However, the challenge facing persons who manage and work on such projects is how to complete them within th given time, cost and quality constraints. This seminar provides insights into the technical processes and tools of project management as well as the interpersonal skills that are required to “manage projects successfully”. This seminar will target persons responsible for guiding project initiatives from inception to completion, or those professionals without formal project management training, who wish to improve their skills in planning, organisation and controlling organizations activities.</p> <p>This seminar will enable participants to:-</p> <ol style="list-style-type: none"> <li>1. Develop well-defined project plans</li> <li>2. Obtain organizational support and resources for their project</li> <li>3. Establish clear success criteria for organizational projects</li> <li>4. Monitor project progress, and</li> <li>5. Develop and expose persons to key project management techniques to enhance project and organizational performance.</li> </ol> <p>Topics covered include:- •Project Definition and Scope •Creating Manageable Phases and Defining Tasks (WBS) •Managing Key Project Stakeholders •The Role of the Project Manager and Building an Effective Project Team •Quality Management •Assessing Risks on the Project •Managing Project Change and •Effective Communication and Reporting Mechanisms.</p> <p align="right">.../ p.t.o.</p>

**PROJECT MANAGEMENT**  
[SEM262]

[continued]

Seminar Information	
<b>DURATION:</b>	14 Hours (2 days)
<b>DATES:</b>	THURSDAY, MARCH 25 <sup>TH</sup> , 2010 and FRIDAY, MARCH 26 <sup>ND</sup> , 2010
<b>TIME:</b>	9:00 am – 4:00 pm
<b>VENUE:</b>	, Wildey, St. Michael
<b>S E M I N A R FACILITATOR:</b>	Ryan Byer, BSc, MSc

**INTERVIEWING SKILLS:  
PREPARING FOR THE WORLD OF WORK**  
[SEM256]



Seminar Description
<p>If you want to work immediately upon leaving school, chances are so do hundreds of other people. You want your application to get noticed so you should create it as a marketing tool. Getting the job requires that you present yourself in the most authentic way by paying attention to preparing for the interview. This seminar will expose persons to the skills necessary for preparing for the job.</p> <p>Topics covered include:- •Writing the Application •Interview Rules •Being Truthful •Revealing Yourself •Performing under Pressure and •Interview Follow-up.</p>

Seminar Information	
<b>DURATION:</b>	2 Hours
<b>DATE:</b>	FRIDAY, APRIL 9 <sup>th</sup> , 2010
<b>TIME:</b>	9:00 am – 11:00 am
<b>VENUE:</b>	, Wildey, St. Michael
<b>S E M I N A R FACILITATOR:</b>	(to be announced)

## EFFECTIVE TEAM BUILDING [SEM230]

Seminar Description
<p>Working in teams or groups is essential for the effective performance of any organization. The challenge in the development of the organization is to transform negative behaviour into positive and supportive behaviour by mobilizing the energy and talents of the workforce. By eliciting commitment, involvement and high performance, the team and the organization will achieve their goals.</p> <p>Topics covered include:- •Why Work in Teams? •Interpersonal Skills for Effective Teamwork •Relationship Strategies •Group Problem-Solving and Decision-Making and •Getting Co-operation.</p>

### Seminar Information

<b>DURATION:</b>	8 Hours	
	<b>DATES</b>	<b>TIMES</b>
(SEM230) →	APRIL 16 <sup>TH</sup> , 2010	9:00 am – 5:00 pm
(SEM230) →	SEPT. 17 <sup>TH</sup> , 2010	9:00 am – 5:00 pm
<b>VENUE:</b>	ACCRA BEACH HOTEL, Rockley, Christ Church	
<b>S E M I N A R FACILITATOR:</b>	St. Anthony “Tony” Proute, BComm (Marketing)	

## THE MANAGEMENT OF CHANGE [SEM215]


Seminar Description
<p>The rapid pace of global change (globalization/internationalization of markets), particularly on the economic front, has presented organizations the world over with significant challenges. The traditional tools used to conduct business are now proving inadequate.</p> <p>This seminar is designed to empower participants to be better able to meet the challenges which this dynamic environment presents. It has become necessary for both the employer, and the employee, to acquire the necessary skills to prepare them to handle this fiercely competitive environment in the achievement of their organization’s objectives.</p> <p>Topics covered include:- •Guidelines for Managing Change •Conditions Affecting Change •Barriers and Resistance to Change •Change Impact and Business Readiness •Organizational Redesign •Communication of Organizational Changes •Personal Power •Planning and •The Change Cycle.</p>

### Seminar Information

<b>DURATION:</b>	8 Hours	
	<b>DATES</b>	<b>TIMES</b>
(SEM215) →	APRIL 30 <sup>TH</sup> , 2010	9:00 am – 5:00 pm
(SEM215) →	SEPT. 24 <sup>TH</sup> , 2010	9:00 am – 5:00 pm
<b>VENUE:</b>	ACCRA BEACH HOTEL, Rockley, Christ Church	
<b>S E M I N A R FACILITATOR:</b>	David Carrington, BSc, MA	


**ETHICS IN THE WORKPLACE**  
[SEM210]

Seminar Description
<p>It is the responsibility of every individual to ensure that a healthy, ethical business environment exists. Ethical behaviour is necessary to maintain the trust needed if business is to be efficient.</p> <p>A psychological healthy working environment is created and relationships of trust are developed with clients and customers where ethical standards are high. All managers and organizations can therefore derive benefits from this seminar.</p> <p>Topics covered include:- •General Issues in Ethics •Principles and Practice •Ethical Issues in the Functional Areas of Management and •Ethics in the Workplace – Problems and Issues.</p>

Seminar Information	
<b>DURATION:</b>	7 Hours
<b>DATE:</b>	FRIDAY, MAY 7 <sup>th</sup> , 2010
<b>TIME:</b>	9:00 am – 4:00 pm
<b>VENUE:</b>	 , Wildey, St. Michael
<b>S E M I N A R FACILITATOR:</b>	Derek Alleyne, BSc, MBA

**CRITICAL THINKING AND PROBLEM-SOLVING**  
[SEM251]


Seminar Description
<p>Organizations recognize the importance of critical thinking and creative solutions to problems and how this can significantly increase business potential. Decision makers must use a variety of thinking styles to achieve a competitive advantage. They will be challenged to start the process of personal transformation, by questioning their current assumptions and traditional ways of thinking.</p> <p>Topics covered include:- •Adaptation to Different Thinking Styles •Removing Barriers to Creativity •Problem Analysis and Problem Solving Techniques •How to Present your Creativity into Business Solutions •How Critical Thinking Relates to Logic and Emotionality •The Role of Metaphors in Thinking •Preparing a Framework to Present Decisions Made.</p>

Seminar Information	
<b>DURATION:</b>	7 Hours
<b>DATES:</b>	FRIDAY, MAY 14 <sup>TH</sup> , 2020
<b>TIME:</b>	9:00 am – 4:00 pm
<b>VENUE:</b>	 , Wildey, St. Michael
<b>S E M I N A R FACILITATOR:</b>	St. Anthony “Tony” Proute, BComm (Marketing)



**TRAINING, COACHING AND MENTORING**  
[SEM261]

Seminar Description
<p>Training, Coaching and Mentoring are all practical ways of developing people. Managers in organizations are increasingly responsible for developing employees and are therefore challenged to use creativity and be able to understand and apply the various tools, techniques, strategies and tactics involved in the learning and development process.</p> <p>Participants to this seminar will further enhance the necessary knowledge, attitudes, skills, motivation and approach to learning and development of the organisation's most valuable asset, the human resource.</p> <p>Topics covered include:- •Training Needs Analysis in Practice •Managing the Training Budget •Training Strategies and Tactics •The Role of the Coach •The Role of the Mentor and •Practical Exercise/Role Play.</p>

Seminar Information	
<b>DURATION:</b>	7 Hours
<b>DATE:</b>	FRIDAY, MAY 28 <sup>TH</sup> , 2010
<b>TIME:</b>	9:00 am – 4:00 pm
<b>VENUE:</b>	 , Wildey, St. Michael
<b>S E M I N A R FACILITATOR:</b>	Cheryl Gittens, BSc, MSc



**TRIBUNAL PREPARATIONS**  
[SEM264]


Seminar Description
<p>Tribunals allow organizations to settle disputes by means other than litigation. Tribunals benefit both organizations and employees because they reduce costs and the length of time taken to resolve disputes. The process creates a positive employee relations environment that promotes the internal resolution of complaints.</p> <p>Topics covered include:- •The Purpose of the Tribunal •Tribunal Protocol and Etiquette •Preparing the Case •Preparing Witnesses •Tribunal Advocacy – Opening the Case, Evidence in Chief, Cross Examination, Closing the Case and •Role Play/Case Study.</p>

Seminar Information	
<b>DURATION:</b>	7 Hours
<b>DATES:</b>	FRIDAY, JUNE 4 <sup>TH</sup> , 2010
<b>TIME:</b>	9:00 am – 4:00 pm
<b>VENUE:</b>	 , Wildey, St. Michael
<b>S E M I N A R FACILITATOR:</b>	Derek Alleyne, BSc, MA



**CUSTOMER SERVICE EXCELLENCE**  
[SEM242]


Seminar Description
<p>Participants at this seminar will develop a better understanding of the benefits of providing excellent customer service in today's fast-paced and highly competitive working environment and how this can impact on their individual goals as well as their company's overall performance.</p> <p>Topics covered include:- •The Benefits of Good Customer Service •Features of a Customer-Focused Company •Understanding and Managing Customers' Expectations •Effectively Responding to Customer Behaviours •How to Send the Right Message •Dealing with Difficult Customers and Situations and •How to Satisfy the Customer by "Going the Extra Mile".</p>

Seminar Information	
<b>DURATION:</b>	7 Hours
<b>DATE:</b>	FRIDAY, JUNE 4 <sup>TH</sup> , 2009
<b>TIME:</b>	9:00 am – 4:00 pm
<b>VENUE:</b>	 , Wildey, St. Michael
<b>S E M I N A R FACILITATOR:</b>	Velma Wiltshire, BSc, MBA



**FINANCIAL MODELLING AND FORECASTING**  
[SEM271]

Seminar Description
<p>There are several tools and techniques used in financial modelling which offer flexibility and allow companies to measure profitability, to improve the accuracy of short and long-term forecasting and also to simplify difficult business decisions and their impact on the bottom line.</p> <p>Participants at this seminar will be exposed to various proven techniques which are used to build and evaluate effective and accurate forecasting models in order to be in a better position to:- •Analyze Financial Data •Forecast Revenues and Expenses •Assess Risk and Justify Critical Business Decisions.</p> <p>Participants to this seminar will be exposed to various proven techniques which are used to build and evaluate more effective and accurate forecasting models and be in a better position to:- •Analyze Financial Data •Predict Revenues •Expenses and •Assess Risks, and •Justify Critical Business Decisions.</p>


Seminar Information	
<b>DURATION:</b>	7 Hours
<b>DATE:</b>	FRIDAY, JUNE 11 <sup>TH</sup> , 2010
<b>TIME:</b>	9:00 am – 4:00 pm
<b>VENUE:</b>	 , Wildey, St. Michael
<b>S E M I N A R FACILITATOR:</b>	Samuel Moseley, CMA, MBA



## MAINTENANCE MANAGEMENT

[SEM263]

Seminar Description	
<p>The aim of this seminar is to make top management aware of the importance and benefits of good maintenance, and conversely of the problems and costs of neglecting the maintenance function.</p>	
<p>This seminar can be especially helpful to general managers, foremen, supervisors, maintenance co-ordinators and all those in the service industry. The programme emphasizes the benefits (such as the reduction in cost of spare parts stock, lower failure rates and longer life cycles for equipment and buildings) which accrue from well-organized maintenance systems. Practical examples, visual aids and cases will be extensively used.</p>	
<p>Topics covered include:-</p> <ul style="list-style-type: none"> <li>•Planned Maintenance Systems</li> <li>•Maintenance Strategies</li> <li>•Data Collection and Information Flow</li> <li>•Scheduling</li> <li>•Maintenance Planning Staffing</li> <li>•Human Resources</li> <li>•Development for Maintenance.</li> </ul>	


Seminar Information	
<b>DURATION:</b>	7 Hours
<b>DATE:</b>	FRIDAY, JUNE 11 <sup>TH</sup> , 2010
<b>TIME:</b>	9:00 am – 4:00 pm
<b>VENUE:</b>	 , Wildey, St. Michael
<b>S E M I N A R FACILITATOR:</b>	Peter Collett, BDMS



## CORPORATE ETIQUETTE

[SEM241]


Seminar Description	
<p>This seminar is to familiarize managers with the social side of managing. A well-rounded manager must be comfortable not only with the technical aspects of the job, but also with the public aspects.</p>	
<p>The manager needs to be conscious that the social skills are just as important as the other skills in maintaining the organization's image.</p>	
<p>This seminar will help participants to focus on the "soft" management skills and acquire the finesse which impacts on the image of the organization.</p>	
<p>Topics covered include:-</p> <ul style="list-style-type: none"> <li>•Business Manners – Receiving Visitors, Telephone Manners</li> <li>•General Conduct</li> <li>•Dressing for Business</li> <li>•Social Events – Business Entertaining, Company Functions, Table Manners.</li> </ul>	

Seminar Information	
<b>DURATION:</b>	7 Hours
<b>DATE:</b>	THURSDAY, JUNE 24 <sup>TH</sup> , 2010
<b>TIME:</b>	9:00 am – 4:00 pm
<b>VENUE:</b>	 , Wildey, St. Michael
<b>S E M I N A R FACILITATOR:</b>	Ingrid Parris, BSc

**GROOMING FOR PROFESSIONALS**  
[SEM256]




Seminar Description	
<p>This seminar provides one-on-one consultations to enhance each participant's professional presence. Based on the individual's position and career goals, guidelines will be provided on how to use appearance as an asset in business. This seminar is essential for male and female executives.</p>	
<p>Topics covered include:- How to Build a Business Wardrobe on a Limited Budget •The Impact of Your Appearance in Business •Personal Grooming and Make-up Application •Caring for your Nails •Selecting Appropriate Clothing and Accessories •Business Casual Wear.</p>	

Seminar Information	
<b>DURATION:</b>	7 Hours
<b>DATE:</b>	FRIDAY, JUNE 25 <sup>TH</sup> , 2010
<b>TIME:</b>	9:00 am – 4:00 pm
<b>VENUE:</b>	 , Wildey, St. Michael
<b>S E M I N A R FACILITATOR:</b>	Ingrid Parris, BSc

**INTERVIEWING SKILLS:  
DISCIPLINE AND GRIEVANCE**  
[SEM254]

Seminar Description	
<p>This seminar focuses on why disciplinary and grievance interviews are necessary when dealing with the human resource and aims to provide a practical overview of relevant procedures, policies and best practice in dealing with grievance and disciplinary issues.</p>	
<p>Participants will explore the process, purpose and meaning of disciplinary action and will better understand why grievances are raised and what action to take, since those actions influence the short and long term effectiveness of the overall process.</p>	
<p>Topics covered include:- The Purpose of Disciplinary and Grievance Procedures •Ensuring Procedural Equity •Adopting a Positive Approach •Handling the Disciplinary Interview •Handling Complaints/Grievances •The Importance of Listening and •Role Play/Case Studies.</p>	

Seminar Information	
<b>DURATION:</b>	7 Hours
<b>DATE:</b>	FRIDAY, SEPTEMBER 3 <sup>RD</sup> , 2010
<b>TIME:</b>	9:00 am – 4:00 pm
<b>VENUE:</b>	 , Wildey, St. Michael
<b>S E M I N A R FACILITATOR:</b>	Candace Browne, BSc, MBA

**RISK AND CRISIS MANAGEMENT**  
[SEM244]

Seminar Description	
<p>Risk analysis and risk management are done long before an incident happens. Some call it loss prevention- from anything that could damage your reputation, your inventory, your employees or your bottom line. Good crisis management can turn a potentially catastrophic situation into an opportunity to improve the organization.</p> <p>Proactive crisis management activities include forecasting potential crises and planning how to deal with them, identifying the nature of the crises and assessing the risks, and preparing risks assessments for the protection of key assets and personnel. Crisis management also includes a strong focus on public relations to recover any damage to public image. This is a new seminar, which will expose participants to the many types of risks and the activities involved in preparing for them.</p>	

Seminar Information	
<b>DURATION:</b>	7 Hours
<b>DATE:</b>	FRIDAY, SEPTEMBER 3 <sup>RD</sup> , 2010
<b>TIME:</b>	9:00 am – 4:00 pm
<b>VENUE:</b>	, Wildey, St. Michael
<b>SEMINAR FACILITATOR:</b>	Ryan Jones, BSc, MBA

**COMPUTER AND INTERNET SECURITY**  
[SEM290]



Seminar Description	
<p>This seminar aims to assist participants in gaining an understanding of computer and internet security, the changing nature of security, and the importance of security in our local environment. It will provide participants with an understanding of security from the desktop to the internet. Participants will also analyze and identify threats to security at the desktop, network and internet levels and will then formulate policies related to security.</p> <p>Topics covered include:- •Security Components •Risk Analysis •Creating Security Policies (desktop, network) •Cryptography •Performing Network Audits •Authentication •Reactive Defense (firewalls, network access control, content filtering) and •Proactive Defense (intrusion detection and prevention).</p>	

Seminar Information	
<b>DURATION:</b>	7 Hours
<b>DATE:</b>	FRIDAY, OCTOBER 1 <sup>ST</sup> , 2010
<b>TIME:</b>	9:00 am – 4:00 pm
<b>VENUE:</b>	, Wildey, St. Michael
<b>SEMINAR FACILITATOR:</b>	André Walke, BA

**OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT**  
[SEM268]

Seminar Description	
<p>The provision of job safety and health protection for employees through the promotion of safe and healthy working conditions is a major requirement of all employers. To meet this requirement many organizations are placing heavy emphasis on training in Occupational Safety and Health Management. This seminar provides an opportunity for organizations to address these needs.</p> <p>Participants at the operational, supervisory, middle management and management levels will have a good understanding of the techniques and skills for the design, implementation and maintenance of safety and health programmes within their organisation. This seminar also seeks to facilitate their compliance with National and international Occupational safety and Health Standards, to improve their productivity and in general enhance the competitive position of their organizations.</p>	

Seminar Information	
<b>DURATION:</b>	7 Hours
<b>DATE:</b>	FRIDAY, OCTOBER 8 <sup>TH</sup> , 2010
<b>TIME:</b>	9:00 am – 4:00 pm
<b>VENUE:</b>	, Wildey, St. Michael
<b>S E M I N A R FACILITATOR:</b>	Ricardo Lewis, BSc

**PEOPLE MANAGEMENT SKILLS FOR TECHNICAL PROFESSIONALS**  
[SEM247]




Seminar Description	
<p>Effective people skills are essential for success in business, organizations and industries. Technical professionals need skills to manage and communicate with staff and to make the transition from specialist to generalist.</p> <p>This seminar has been specially developed for technical managers who want to learn the finer skills of motivating, communicating and managing staff for peak performance. Using examples and exercises, individuals will be exposed to technical skills for motivating staff to maximize performance.</p> <p>Topics covered include:- •Using Communication to Lead Effectively •Techniques to Move Successfully from a Technical Expert to a Manager •People Skills vs Technical Competencies •Practical Techniques for Resolving Conflict and Handling Change •Handling Meetings, Inter-Office Politics and The Management Structure.</p>	

Seminar Information	
<b>DURATION:</b>	7 Hours
<b>DATE:</b>	FRIDAY, OCTOBER 15 <sup>TH</sup> , 2010
<b>TIME:</b>	9:00 am – 4:00 pm
<b>VENUE:</b>	, Wildey, St. Michael
<b>S E M I N A R FACILITATOR:</b>	Kenneth Walters, MSc



**PERFORMANCE MANAGEMENT**  
[SEM259]


Seminar Description
<p>Performance Management is a comprehensive and systematic approach that examines the results of work activities and gathers and analyses performance to discover whether goals have been achieved. Performance information is then used to make decisions and allocate resources. Performance Management, if designed and executed meticulously, can have a substantial, positive impact on both individual and corporate success.</p> <p>Topics covered include:- The Performance Evaluation Process •Job Performance Management •Rewarding Results •Performance Management Systems and •Raising the Bar.</p>

Seminar Information	
<b>DURATION:</b>	7 Hours
<b>DATE:</b>	FRIDAY, OCTOBER 23 <sup>RD</sup> , 2010
<b>TIME:</b>	9:00 am – 4:00 pm
<b>VENUE:</b>	 , Wildey, St. Michael
<b>S E M I N A R FACILITATOR:</b>	Candace Browne, BSc, MBA



**EVENT PLANNING**  
[SEM257]

Seminar Description
<p>Whether it is called “Event Planning”, “Event Management”, “Meeting Planning” or “Conference Planning”, the main objective is to ensure the event is a success. Participants will be exposed to the major aspects of Event Planning, the importance of such planning as well as the <i>do’s</i> and <i>don’t’s</i> relative to the success, or failure, of business and corporate events and its impact on the image of the organisation responsible for that event.</p> <p>Topics covered include:- •Event Management •Venue Co-ordination •Event Marketing •Conference/Meeting Planning •Sponsorship and Revenue Management •Stakeholder Management and •Event Review (measuring results, responding to feedback, making recommendations, etc.)</p>

Seminar Information	
<b>DURATION:</b>	7 Hours
<b>DATE:</b>	FRIDAY, OCTOBER 29 <sup>TH</sup> , 2010
<b>TIME:</b>	9:00 am – 4:00 pm
<b>VENUE:</b>	 , Wildey, St. Michael
<b>SEMINAR FACILITATOR:</b>	Jennifer Hinkson, BA, MSc



ALL **MSc – HRM** students are eligible for the C.I.P.D. certification on completion of any five (5) of the following seminars:-

	SEMINAR TITLE	PAGE #
1.	LEADERSHIP .....	5
2.	INTERVIEWING SKILLS: SELECTION AND APPRAISAL .....	6
3.	NEGOTIATING SKILLS .....	7
4.	EFFECTIVE TEAM BUILDING .....	11
5.	TRAINING, COACHING & MENTORING .....	15
6.	TRIBUNAL PREPARATIONS .....	16
7.	INTERVIEWING SKILLS: DISCIPLINE AND GRIEVANCE .....	22

## FEE STRUCTURE

	SEMINAR FEES	
	1-Day Seminars	2-Day Seminars
BCMS, BDMS, BBA and UniS Students of Member Companies and Government Departments	\$180.00	\$350.00
BCMS, BDMS, BBA and UniS Students of Non-Member Companies	\$200.00	\$390.00
Caricom BCMS, BDMS, BBA and UniS Students	\$250.00	\$450.00
All Others	\$250.00	\$450.00

## REFUNDS / CREDITS

### FULL REFUND:

Full refund of seminar fees will be allowed in the following circumstances:

1. A place is not allocated on the seminar.
2. The seminar is cancelled.

### PARTIAL REFUNDS / CREDITS:

An administration fee of \$25.00, and non-refundable expenses of \$95.00, will be deducted from the seminar fee paid if withdrawal is effected (in writing) two (2) days before the seminar.

**REFUNDS CANNOT BE GRANTED AFTER THIS DATE !!**



**NOTE!**

**PAYMENTS MAY BE MADE DURING THE HOURS OF**



**8 : 00 A.M. – 5 : 00 P.M.**

**MONDAY to FRIDAY**