

**2ND ANNUAL CAREERNATION
HR STRATEGIC CONFERENCE**
PRESENTED BY BUSINESS AND FINANCIAL TIMES

**ACCRA, GHANA
JULY 26-28, 2010**



**WORKSHOPS
& PANELS**

**CAREER
NETWORKING**



Welcome!

On behalf of the Planning Committee, I would like to welcome you to the 2ND Annual CareerNation Africa Human Resource Strategic Conference. This year's vvttheme is "Human Resource Management - Partnering To Achieve Organizational Success. Human resource functionaries play a key role within organizations and are often required to strike a balance between management requirements and staff expectations. This year's Conference theme highlights the pivotal role of HR practitioners in balancing the needs of various stakeholders as they strive to achieve organizational goals.

CareerNation Africa Strategic HR Conference offers an insightful overview of the key challenges facing HR departments and provides solutions on how to plan activities to facilitate the necessary changes that HR must make to maximize their function's potential - and hence their business success - for 2011 and beyond. Conference sessions are given by United States and Africa based speakers with experience in business and human resources management. Through workshops and roundtables, participants will share human resources management best practices, case studies, and receive opinions and suggestions from peers.

Victor Madubuko PHR
President



SPONSORS



Agenda

DAY 1: Monday July 26, 2010

Registration/Breakfast: 7am to 8am

Keynote Address: Geneva Musau, Head of HR,

Barclays Bank Ghana Ltd 8.00am-8:30 am

General Session 1: 8:40am – 10:10am

What Every HR Leader Should Know About Strategic Planning

Workplace Application: In this workshop, you will learn about strategy: what it is, how to build it, and the pitfalls to avoid. For HR leaders to gain the ear of senior executives, we must be able to speak and understand strategy. In this highly interactive and engaging session, the presenter delivers to you The Drivers Model—a roadmap for building strategy that demonstrates the critical difference between mission versus vision, goals versus objectives, values versus guiding principles, and critical success factors versus strategies.

Presenter: Henry Atta Paidoo, Senior Professional in Human Resources, (SPHR)

Networking Session:10:10am-10:30

Concurrent Session 2: 10.30 am –12 pm

Employee Benefits: Just How Competitive is Your Company?

Workplace Application: This interactive session will give you 10 strategies that will help you better manage your employee benefits so that you can remain competitive, and recruit and retain the best talent.

Employee benefits are consistently ranked among the top reason that employees stay with a company. What are the most common employee benefit offerings? How does your company stack up in comparison to other companies? What's the future outlook on employee benefits, and what do you need to do to prepare your organization to stay competitive? Find out what companies are doing and plan to do regarding employee benefits.

Presenter: Senyo M. Adjabeng, CEO, Corporate Aims Services.

SESSION 3

Concurrent Session 2: 10.30 am –12 pm

Securing the Future: Taking Succession Planning to the Next Level

Workplace Application: This session will prepare you to execute five strategies for a succession planning process.

Some organizations wait until a key office is empty before discussing succession planning. Others have future leaders pass on opportunities or, worse, fail miserably in new roles. Using real-life examples and practical tips, the presenter will pinpoint the elements that can turn succession planning from just another HR exercise to a sound business practice.

Presenter: Materson Armah, HR Director, Ghacem Ghana Ltd

Lunch 12pm-1:00pm

Concurrent Session 4:: 1 pm -2.30 PM

Get More Work From Fewer People: Without Making Them Hate You or Quit

Workplace Application: This session will give you tools and techniques to boost employee productivity, so you can accomplish greater results with fewer people, while avoiding burnout and turnover.

Increasing employee productivity is critically important, especially if your organization has been downsized, and people have more work to do within a lower budget. HR professionals must help employees spend time productively toward the accomplishment of organizational goals and focus on key priorities. You will learn how to boost personal, departmental, and organizational productivity in today's lean and mean workplaces and increase headcount equivalent without increasing salary expense. Essential for those who are responsible for improving productivity and achieving greater results with fewer people

Presenter: Victor Diali,

Concurrent Session 5: 1.30pm-2:30pm

Communicate Despite the Obstacles: Engage Employees with Efficient and Effective Communication

Workplace Application: This session will help you capture employees' attention by providing strategies for effective communication (even if you lack time and budget).

Today's challenging economic climate makes it even more difficult to reach employees with critical communication about pay, benefits and other HR issues. And the challenge is made greater by the fact that time, budget and resources are all in short supply. But there is a way to engage employees and encourage them to take action, and this interactive session will show attendees how, offering 5 strategies for effective and compelling HR communication.

Presenter: Albert Ankrah, Assistant Public Affairs Manager (Regent University College of Science and Technology) – Ghana.

NETWORKING/REFRESHMENT: 2.30-2:45pm

CONCURRENT SESSION 6: 2:45PM-4:15PM

INDUSTRY FOCUS:

Best Practices in Human Resources Round Table is an interactive session that provides the opportunity for participants to learn from one another. This is a great opportunity to benchmark your best practices with that of the competitor.

Facilitator: Victor Madubuko, PHR. Chief Executive Officer, CareerNation USA

Agenda

SESSION 7

Concurrent Session: 3pm-4.20pm
ENERGY, IT & TELECOMMUNICATION:

Human Resources best practices in Telecommunication

SESSION 8

Concurrent Session: 3pm-4.20pm
FINANCE/INSURANCE & BANKING:

Human Resources Best Practices in Banking & Finance

SESSION 9

Concurrent Session: 3pm-4.20pm
HEALTHCARE/GOVERNMENT/NON-PROFIT/EDUCATION

Human Resources Best Practices in Government/Non-Profit, and Education

SESSION 10

Concurrent Session: 3p-4.20pm
HOSPITALITY/RETAIL/TOURISM

Human Resources Best Practices in Hospitality/Retail/Tourism

SESSION 11

Concurrent Session: 3p-4.20pm
ENTREPRENEURS/CONSULTANTS

All presented by Victor Madubuko

Conference Debrief: 4.15pm-4.30pm.

Day 2: Tuesday July 27, 2010

REGISTRATION/BREAKFAST: 7am to 8.00am

General Session 7

Advancing Your Career Through Mentorships : 8am-9.45am

Workplace Application: This session will demonstrate the importance of mentorship's and as well provide information on what makes mentorship successful.

Whether you are the recipient or provider of mentoring, you can reap multiple benefits to advance your career. Mentees can develop important "for life" relationships to enhance their career/personal life. Mentors can enhance their coaching skills, hone their interpersonal skills, and "give back" to the corporate community. This practical session will include qualities of good mentorships, developing and maintaining the relationships, tactics for mentors/mentees to maximize participation and signs of derailment.

Presenter: Eva Richter Addo, Head of HR, Zenith Bank Ghana Ltd

Networking Session/Refreshment 9.45am-10am

Concurrent Session 8

Managing Conflict Resolution During Economically Driven Organizational Change 10am -11.45am

Workplace Application: This session provides you with the tools needed to take a primary leadership role in the evolution of corporate reorganizations and change management due to economic downturns and the uncertainty they bring.

The current economy is placing significant pressure on all organizations to "right-size", increasing the demand for executives who can lead change and minimize the conflicts they create. We will discuss the required competencies such as ethics, integrity, honesty and trust, needed to effectively manage organizational change, resolve conflicts and take advantage of the opportunities created by today's economic climate. Lead your company by developing effective strategies to manage

change and the conflicts created by sweeping organizational changes.

Presenter: Zelda Barnes, CEO, The Creators Consult

Concurrent Session 8: 10am -11.45am
Developing a Strategic Mindset: How To Become a Trusted, Strategic Advisor

Workplace Application: This presentation will teach the techniques and processes to increase the personal impact you have within your organization, and to help you become trusted strategic advisors.

Getting to the table, being a trusted strategic advisor, and getting the boss to listen are personal and professional goals sought by most HR managers and leaders. Through powerful stories and examples, you will learn how to get the attention of the boss, focus on what matters, understand what bosses expect of advisors, as well as understand strategy, gain a management perspective, and give advice powerfully.

Presenter: William Kojo Amoabeng, CHRP Senior Human Resource Practitioner. Central African Gold Ghana Ltd

Networking Session 11.45-12pm

LUNCH : 12.pm -1pm

General Session: 1pm-2.30pm

Conducting Effective Workplace Investigations

This session is designed to provide human resources professionals with practical guidelines on how to effectively conduct an investigation into a complaint of discrimination or harassment to minimize the risk of litigation and prevent liability. In particular, this session reviews the company's legal obligation to conduct a prompt, thorough and objective investigation in response to workplace complaints as well as the critical importance of the investigator's role as a neutral fact finder.

Presenter: Senyo M. Adjabeng, CEO, Corporate Aims Services

Concurrent Session 10: 1pm-2.30pm

Bringing Value as a Leader

Workplace Application: This program is designed to challenge the thinking of those who are either viewed as a leader or are being prepared to step into the role of a leader.

How important is leadership to an organization? Is leadership a position, a presence or a job? Reality is, it is all three, but the priority must be understood. Before leadership is anything, it has to be a presence.

Presenter: Victor Diali

Networking Session:2.30pm-2.45pm

Concurrent Session 11: 2.45pm-4:15pm

Retention Before Hiring, After Hiring, and Long-Term Retention Strategies

Workplace Application: This session will assist you in developing a more comprehensive strategy to improve employee retention.

This session starts with the premise that the best retention decision is a good hiring decision. It will look at how you select the right person for the job and company and will cover strategies for welcoming the employee into the organization in a manner that increases retention likelihood. Finally longer-term retention strategies will be discussed, such as creating a great place to work and providing growth opportunities for all employees.

Presenter: Dr. Esi Ansah, CEO and Founding Partner, Axis Human Capital

Conference Debrief: 4.15pm-4.30pm

Networking Session:4.30pm-6pm

Agenda

DAY 3: Wednesday 28, July 2010 Building Better Teams

Facilitator: Victor Madubuko, PHR. Chief Executive Officer, CareerNation USA

BREAKFAST: 7am to 8.30am

9am to 1pm

Teams have become a principle building block of successful organizations. This one-day workshop is a basic course for team leaders and team members, designed to focus on the characteristics of an effective team player and the elements of an effective team. You will leave the workshop with plans for your personal development as a team player and ideas for developing your back-home team.

A critical element of this workshop is the Glen Parker Team Player Survey (PTPS), an 18 item self-assessment instrument that will help you identify your primary team player style, help you increase your personal effectiveness in team situations, and help you effectively develop your group into a high performing team

Workshop topics:

- The PTPS will give you useful feedback about your team player style.

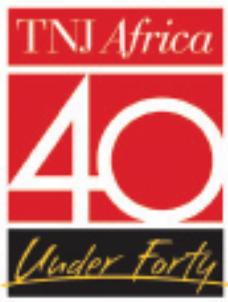
- Identify ways you will want to change to improve your team player style.
- Better understand and appreciate differences among team members.
- Identify those ways your team must improve to be more effective.
- Develop an action plan for those improvements.

Course Outline

- Your team player style
- The strengths of each style
- The challenges for each style
- Establishing team norms
- Building team trust
- Working through the stages of team development
- Communication skills

What's Included?

- Instruction by an expert facilitator
- Specialized manual and course materials
- Personalized certificate of completion



Call for Nominations

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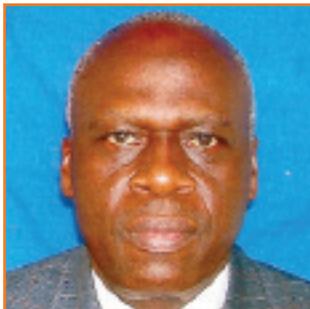
Geneva Musau

Head of HR, Barclays Bank Ghana

Geneva Musau is an International Human Resource Practitioner with close to 20 years of experience. She has served at Senior Management level in a number of companies including General Motors, British American Tobacco (BAT), KPMG and Oxfam (GB). In her work, she has been directly responsible for Human Capital outcomes in a number of countries including Kenya, Uganda,

Tanzania, Rwanda, Burundi, DRC, Ethiopia, Eritrea, Somaliland, North & South Sudan and Ghana. She is currently an HR and Administration Director in a leading Telecommunications company in Ghana.

She has delivered talks on Success and Careers to groups of people in Nigeria, Ghana and Kenya. She has authored a Success book "The lost Laws of Success" (www.thelostlawsofsuccess.com) which expounds on some of the foundational truths needed for one to succeed in their chosen field. Geneva is a certified Life Coach (Australia) and a member of the Association for Coaching (MAC UK). She holds a Bachelor of Commerce Degree from the University of Nairobi, (Kenya), a Masters in International Business Administration from the United States International University - Africa (Kenya) and a Master of Arts Degree in Human Resources from Demontfort University (UK).



Henry Atta Paido

SENIOR PROFESSIONAL IN HUMAN RESOURCES (SPHR)

Mr. Henry Atta-Paidoo is a seasoned HR Management Practitioner with HR Generalist experience spanning twenty-five years mainly in the public sector environment. He is currently an independent HR Consultant with special interest in the area of Strategic Human Resource Management, Change Management, People Management, Workforce Engagement and Talent Management. Mr. Henry

Atta-Paidoo was for seven years the Director of HR, Forestry Commission and played a lead role in the amalgamation of four autonomous civil service institutions in the forestry sector into a corporate entity.

Mr. Atta-Paidoo is a Certified Senior Professional in Human Resources (SPHR) from the Human Resource Certification Institute, Virginia, USA, a member, Society for Human Resource Management, Virginia, USA, Institute of Human Resource Management Practitioners, Ghana and the Geneva based International Labour Relations Association affiliated to the International Labour Organization. He is a certified Mediator/Arbitrator of the Ghana National Labour Commission. Mr. Atta-Paidoo holds B.A. (Hons) Geography from the University of Ghana and Executive Diploma in Management from Henley Management College, UK.



Eva Richter Addo

Head of Human Resources, Zenith Bank Ghana Ltd

Eva is a commercially astute HR practitioner with over fourteen (14) years working experience - ten (10) of which was with a renowned Big Four organisation - KPMG. Eva joined KPMG in 1995 as a Consultant, rose through the ranks to become a Business Unit Head in 2000 responsible for the strategic direction of the HR consultancy unit

- reporting to the Senior Partner. Eva joined Zenith Bank Ghana Limited at its inception in 2005 as Head (HR & Corporate Communications). She is a member of the Executive Committee responsible for formulating and implementation the human resource management & corporate communications strategies of the Bank.

She also has to her credit rich experience in Executive Search and Selection, Reward Management, Performance Management, Project Management, Employee Training & Development, Organizational Structuring, Job Design and Evaluation. Eva is holder of LL.B (Hons) degree from the University of Ghana, she is also an affiliate member of the Chartered Institute for Personnel & Development (CIPD - UK). Eva is married with a nine year old son.



Victor Madubuko, PHR

Founder & Chief Executive Officer, CareerNation New York USA

Mr. Madubuko is the President and CEO of CareerNation, a New York based human resource consulting firm with offices across Africa. Mr. Madubuko has over a decade of experience in both the public and private sectors. He has worked for a variety of companies including Consolidated Edison New York, The

Port Authority of New York & New Jersey, and as Director of Talent Acquisition at Equinox Fitness Clubs in New York City.

Mr. Madubuko received a Law Degree from the People's Friendship University, Moscow and Masters of Science Degree in Human Resources Management from the Milano Graduate School of Management and Urban Policy, The New School University in New York City. Before continuing his education in Moscow and New York, Mr. Madubuko studied Economics at Abia State University, Nigeria. Mr. Madubuko was awarded the Moscow Entrepreneur of The Year award and the Isabor Lubin award for outstanding academic achievement in the New School University graduate program. Mr. Madubuko is affiliated with several professional associations and has served on the Alumni Council Committee at the Milano Graduate School and on the Nigerian Task Force at the Corporate Council on Africa. He has lived and worked in Africa, Europe, and United States and is fluent in Russian, English, Hausa, Yoruba, and Igbo.



Dr. Esi Ansah

Founder and CEO of Axis Human Capital Ltd

Dr. Esi E. Ansah is a founder and CEO of Axis Human Capital Ltd. Axis is a socially conscious HR firm that does recruitment and selection for clients in various industries. Axis also works with organizations in the areas of organizational development, talent management, and business advisory services among a few others. Esi is also an Assistant

Professor at the Ashesi University College. Her teaching experience includes teaching Human Resource Management, Organizational Behavior and Negotiation. Prior to lecturing at Ashesi, Esi taught African Politics and Comparative Politics at Rutgers University for three years, and has extensive experience in career coaching of university students. Her other professional interests include human resource development in the public sector, and social and public entrepreneurship.

Esi earned her Bachelor's degrees in Psychology, International Affairs and French from the Florida State University in 1999, and holds Master's degrees in Social Sciences and in Public Service Management from the University of Chicago (2004) and DePaul University in Chicago (2002), respectively. She holds a PhD in Public Administration (2008) from Rutgers University in New Jersey. Esi is passionate about issues affecting young people, and works actively in various ways to help prepare young people for the world of work - interactive workshops on CV writing, job interview skills, etc...

Speakers



Materson Armah
Director of Human Resources at
the Ghana Cements Ltd

Marterson Armah is the Director of Human Resources at the Ghana Cements Ltd. Before then he worked with SSNIT as an officer and head of welfare unit. He later joined the Ashanti Goldfields Limited as a Senior Administration Officer in the Bibiani Mines and was instrumental in the

setting up of the HR structures in the mine which was then at its formative stages of development. He rose through the ranks to become the Human Resource Manager of the Ashanti Goldfields Ayanfuri Mines Limited.

Materson Armah holds a Bachelor of Arts Degree in Psychology and a Master of Arts Degree in Industrial and Organizational Psychology all from the University of Ghana. He is a member of the Society for Human Resource Management (SHRM), Virginia, USA since 2001 and an Associate Member, Asian Institute of Technology in Thailand. A keen sportsman, he has also had an assignment with the Junior National Team which he left to pursue his first degree



Victor Diali
CEO/Managing Consultant,
Trainer, and Success Coach.
MOTIVO International Training &
Consulting

For over 14 years Victor Diali has been investing his life into helping people succeed at work and at home. He has been called upon as a trainer by organisations of various sizes in almost all sectors of the economy. Victor has been described as one of the most

effective corporate trainers to have come out of Africa. One of Victor's driving philosophies is that motivation is the key to every human action. Every human being does things for a reason. Victor believes that for desired change to happen in any individual or group there must be motivation. Victor's smooth and uniquely motivating style of training has endeared him to his students everywhere he has taught. He is a well sought after keynote speaker, trainer and coach. Over 5,000 individuals, including professionals from diverse backgrounds and representing over 300 organisations from across Africa, have benefited from the immense depth of knowledge and breadth of skill of this great trainer.

In 2000, Compaq West Africa invited Victor to join their company as Training Consultant. While there Victor set up the first Compaq training division and went on to train several hundred engineers to both technical and sales certifications. Victor had a major influence on the Nigerian IT industry through the Compaq training he provided, and in 2001 earned the Compaq Super Achiever Award for his pioneering and exceptional work. A few years after that, he became the District Manager for the Solutions Partner Organisation at HP, overseeing HP's reseller and distribution sales channel. He is currently the only Authorised HP Instructor in West Africa. In August 2008, Microsoft invited Victor to join them as Distribution Manager for Nigeria, Ghana, Liberia, Sierra Leone and The Gambia. Victor Diali has been trained and certified by the Center for Management Development, CMD, on behalf of the Federal Republic of Nigeria.



Albert Ankrah
Chief Executive Officer Hope
Coalition International

An experienced Human resource professional, Albert studied Human Resource management for his 1st degree. He worked with Thompson Consulting, a Human Resource Consulting Firm, initially as a Marketing Executive and subsequently as the Training and Recruitment coordinator. He

also worked with the Future Leaders Group, which comprised the Foundation for Future Leaders International (FFLI), the Wisdom Centre International (WCI), the Leadership and Career Development Consult (LCD) and the Centre for Leadership and Entrepreneurship Development (CELED).

At the Future Leaders Group, Albert managed the Wisdom Centre International which is a Company with focus on Marketing and Promotion of Knowledge relevant products. He also had an added responsibility of managing the Centre for Leadership and Entrepreneurship development, a Competency based Business school also in Accra. He has had the rare experience of working with people like Mr. Brain Tracy (A motivational speaker/Author) and Mr. Emmanuel Dei-Tumi (Motivational speaker/Author) among others. He now works with the Regent University College of Science and Technology as the Assistant Public Affairs Manager. He is also the CEO of Hope Coalition International, a Human resource development organization which specializes in Client culture development, career development and potential recognition



William Kojo Amoabeng, CHRP

Senior Human Resource Practitioner. Central African Gold Ghana Ltd

William Kojo Amoabeng, CHRP, graduated from the Royal Roads University, Victoria - Canada with Masters in Human Resource Management. He is also certified as a Human Resource Professional by the Human Resource

Institute of Alberta, Canada and is a member of the Society of Human Resource Management, USA.

William has acquired several years of professional and managerial experience in various Ghanaian, Canadian and American organizations especially in the area of Human Resource Management and Operations Management. Previous organizations he worked with include the Internal Revenue Service, Superior Propane Inc., Nortel Networks, Grande & Toy Ltd. and Proctor & Gamble Ltd. Mr. Amoabeng is currently employed as a Senior Human Resource Professional by Central African Gold Ghana Ltd., a multi-national gold mining company with a workforce of about 1000 employees at the Ghanaian facility alone. William is also the founder and CEO of Strategic Services International Ltd., a consulting firm, based in North Carolina, USA and Accra, Ghana and Restoration Foundation International, a Non-Profit Organization with focus on youth and children.

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