



OML AFRICA YEARLY TRAINING SCHEDULE 2012

Event Code:	Duration	Start	Finish
The Practical HR Manager Training	2 days	09:00 a.m	5:00 p.m
HR Analytics & Metrics (beginners level)	3 days	09:00 a.m	5:00 p.m
Setting up HR administrative Systems and Processes (Using Word, Access & Excel)	2 days	09:00 a.m	5:00 p.m
Implementing HR Policies & Procedures & Introduction to the Ghana Labor laws	1 day	09:00 a.m	5:00 p.m
How to Present HR Data	1 day	09:00 a.m	5:00 p.m
Introduction into management (for new managers)	1 day	09:00 a.m	5:00 p.m
Effective Selection & Assessment Methods	1 day	09:00 a.m	5:00 p.m
Sales training for sales people	1 day	09:00 a.m	5:00 p.m
Time management & Organizational skills: The Business Perspective	1 day	09:00 a.m	5:00 p.m
Customer Service Training for Frontline Staff	1 day	09:00 a.m	5:00 p.m

TRAINING TIMETABLE 2012

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Mon										1		
Tue					1					2		
Wed		1			2			1 HR Analytics (Beginners Level)		11 HR Analytics (Beginners Level) assessment		
Thu		2	1 How to Present HR Data		3 How to Present HR Data			2 How to Present HR Data		4 How to Present HR Data	1	
Fri		3	2		4	1		3		5	2	
Sat		4	3		5	2		4	1	6	3	1
Sun	1	5	4	1	6	3	1	5	2	7	4	2
Mon	2	6	5	2	7	4	2	6	3	8	5	3
Tue	3	7 Implementing HR Policies & Procedures & Introduction to the Ghana Labor laws	6 HR Analytics (Beginners Level) Assessment	3 Implementing HR Policies & Procedures & Introduction to the Ghana Labor laws	10 HR Analytics (Beginners Level) Assessment	5	3	7 Implementing HR Policies & Procedures & Introduction to the Ghana Labor laws	4	9 Implementing HR Policies & Procedures & Introduction to the Ghana Labor laws	7 Introduction into Management (for new managers)	4
Wed	4	8 Introduction into Management (for new managers)	7 Effective Selection & Assessment Methods	4 Introduction into Management (for new managers)	9 Effective Selection & Assessment Methods	6	4	8 Effective Selection & Assessment Methods	5 Introduction into Management (for new managers)	10 Effective Selection & Assessment Methods	7	5
Thu	5	9	8 Sales Training for Sales People	5	10 Sales Training for Sales People	7	5	9 Sales Training for Sales People	6	11 Sales Training for Sales People	8	6
Fri	6	10	9 Sales Training	6	11 Sales Training for	8	6	10 Sales Training	7	12 Sales Training for	9	7

			for Sales People		Sales People			for Sales People		Sales People		
Sat	7	11	10	7	12	9	7	11	8	13	10	8
Sun	8	12	11	8	13	10	8	12	9	14	11	9
Mon	9	13	12	9	14	11	9	13	10	15	12	10
Tue	10	14	13 Time management & Organisational skills: The Business Perspective	10	15 Time management & Organisational skills: The Business Perspective	12	10	14	11	16 Time management & Organisational skills: The Business Perspective	13	11
Wed	11	15 HR Analytics (Beginners Level)	14 Setting up HR administrative Systems and Processes (Using Word, Access & Excel)	11 HR Analytics (Beginners Level)	16 Setting up HR administrative Systems and Processes (Using Word, Access & Excel)	13	11	15 Setting up HR administrative Systems and Processes (Using Word, Access & Excel)	12 HR Analytics (Beginners Level)	17	14 HR Analytics (Beginners Level)	12
Thu	12	16 HR Analytics (Beginners Level)	15 Setting up HR administrative Systems and Processes (Using Word, Access & Excel)	12 HR Analytics (Beginners Level)	17 Setting up HR administrative Systems and Processes (Using Word, Access & Excel)	14	12	16 Setting up HR administrative Systems and Processes (Using Word, Access & Excel)	13 HR Analytics (Beginners Level)	18	15 HR Analytics (Beginners Level)	13
Fri	13	17	16	13	18	15	13	17	14	19	16	14
Sat	14	18	17	14	19	16	14	18	15	20	17	15
Sun	15	19	18	15	20	17	15	19	16	21	18	16
Mon	16	20	19	16	21	18	16	20	17	22	19	17
Tue	17	21	20 Customer Service Training for Frontline Staff	17	22 Customer Service Training for Frontline Staff	19	17	21 Customer Service Training for Frontline Staff	18	23 Customer Service Training for Frontline Staff	20	18
Wed	18	22	21	18	23	20	18	22	19	24	21	19

		The Practical HR Manager										
Thu	19	23 The Practical HR Manager	22	19	24	21	19	23	20	25	22	20
Fri	20	24	23	20	25	22	20	24	21	26	23	21
Sat	21	25	24	21	26	23	21	25	22	27	24	22
Sun	22	26	25	22	27	24	22	26	23	28	25	23
Mon	23	27	26	23	28	25	23	27	24	29	26	24
Tue	24	28	27	24	29	26	24	28	25	30	27	25
Wed	25	29	28	25 The Practical HR Manager	30	27	25 The Practical HR Manager	29 AAHRL Annual HR Conference & Exhibition	26 The Practical HR Manager	31	28 The Practical HR Manager	26
Thu	26		29	26 The Practical HR Manager	31	28	26 The Practical HR Manager	30 AAHRL Annual HR Conference & Exhibition	27 The Practical HR Manager		29 The Practical HR Manager	27
Fri	27		30	27		29	27	31 AAHRL Annual HR Conference & Exhibition	28		30 HR Analytics (Beginners Level) Assessment	28
Sat	28		31	28		30	28		29			29
Sun	29			29			29		30			30
Mon	30			30			30 HR Analytics (Beginners Level)					31
Tue	31						31 HR Analytics (Beginners Level)					

Please note that the training schedule is subject to changes and additions of new courses; where such changes take place we will inform you. For information on other training courses not scheduled in the calendar please call **0545302854** or email us at enquiries@omlafrica.com for more information. All training courses can be delivered in-house. Also join our mailing list on the home page to receive updates on our training programmes.