

**International Course in Human Resources and Development for TB Control  
Bangkok, Thailand  
2-14 November, 2009  
Programme Schedule**

Day	Opening	MODULE	Session one	Session two	Session three	Session four	Session five	Session six	Evening /Overnight			
	9 - 9:30		9:30 - 10:30	10:30 - 10:45	10:45 - 11:45	11:45 - 12:45	12:45 - 14:00	14:00 - 15:00	15:00 - 16:00	16:00 - 16:15	16:15 - 17:30	
Mon	Day 1	Welcome & Ice-Breaker	<b>Human Resource Planning</b> Opening session Understand HRD and its evolution Understand HRD key functions in relation to the sector Examine the effects of changes in the TB Programmes to demands on HR Linking HR objectives to the organization/programme objectives	Tea Break	Introduction to People Capability Model	Planning for people	Lunch Break	Planning for people in our sector Work Force Planning	Aligning people plan, structure and budget with programs	Tea Break	Exercise on Manpower planning	Reading Story Board and working on Tasks 1 and 2
Tue	Day 2	Recap	<b>Organization Structure &amp; Design</b> How do we design an appropriate organization structure?	Tea Break	Job & Task Analysis	Job Descriptions	Lunch Break	Job descriptions in our sector	Story Board Tasks 1 and 2	Tea Break	HRD Audit Workbook	Reading and Task 3
Wed	Day 3	Recap	<b>Recruitment &amp; Selection</b> Story Board Task 3 -Review and discussions	Tea Break	Introduction to Competencies	Selection Tools	Lunch Break	Preparing a Recruitment Plan for a position	The Effective Interview	Tea Break	Role plays on conducting interviews	Job classification and structuring
Thu	Day 4	Recap	<b>Employee Hiring, Orientation &amp; Retention</b> Story Board - task 4 activity	Tea Break	Employee Orientation Program	Employee Engagement	Lunch Break	Employee Retention & Turnover in our sector	Preparing an effective Retention Plan	Tea Break	HRD Audit Workbook	Readings on performance management
Fri	Day 5	Recap	<b>Performance Management &amp; Career Development</b> The Performance Management System & Appraisal process	Tea Break	Goal Setting	Giving & Receiving Feedback	Lunch Break	Discussing Country Specific Appraisal Forms & Process	Career Development	Tea Break	Story Board Task -5	Readings on compensation
Sat	Day 6	Recap	<b>Achieving Effective Performance</b> How to motivate employees in an organizational setting? Theories of motivation. Application to our work context.	Tea Break	Job Design Tools [Job enlargement and enrichment]	Grievance handling - problem employees and employee problems	Lunch Break	Conflicts and their resolution	Story Board -Task 6	Tea Break	Role Plays on handling people conflicts	
Sun	Day 7	Day off										
Mon	Day 8	Recap	<b>Compensation &amp; Benefits</b> How do we decide what to pay ? Job Evaluation & Grades	Tea Break	Pay and other components of Compensation	Employee Benefit Programs	Lunch Break	Non- Monetary Recognition & Rewards	Story Board -Task 7	Tea Break	HRD Audit Workbook	
Tue	Day 9	Recap	<b>Conducting a Training Needs Assessment</b> Conducting a Training Needs Assessment	Tea Break	Preparing Training Plans and Schedules - Choosing Delivery methods	A Model for Training Design - Selecting Appropriate Training Methods	Lunch Break	Conducting Training Sessions - Using & Preparing Lecturettes	Conducting Training Sessions - Role plays for Train the Trainer	Tea Break	Story Board - Task 8	Working on Action Plans
Wed	Day 10	Recap	<b>Training Contd.. &amp; Diversity Awareness</b> Types of Training Evaluations	Tea Break	Impact of Training Evaluation	Training Proposals for Increased Funding	Lunch Break	Assessing Ones Facilitation Skills	Handling Diversity at Workplace	Tea Break	Dealing with Diversity - Doctors, Nursing, Administrative Staff	Working on Action Plans
Thu	Day 11	Recap	<b>Understanding Organisational Climate and The TB Context</b> Understanding Organisational Climate	Tea Break	Organisational Climate Assessment	Story Board - Task 9	Lunch Break	Human Resources Challenges in TB Control	Human Resources Challenges in TB Control	Tea Break	Human Resources Challenges in TB Control	Reading on MBTI & HBDI
Fri	Day 12	Recap	<b>Final presentations</b> Final Presentation of Action Plan	Tea Break	Final Presentation of Action Plan	Final Presentation of Action Plan	Lunch Break	Final Presentation of Action Plan	Final Presentation of Action Plan	Tea Break	Course evaluation, Feedback and Certificate	

- 1 Introduce the concept
- 2 Dwell on models that use the concept
- 3 Introduce tools for usage
- 4 Look at applications/ practices
- 5 Practice Sessions

Faculty:	
Dr. Jose Luis Castro	United States / France
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Pritha Dutt, MBA	India
Seeta Gupta, MBA, PhD	India
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