

TRAINING AGENDA

Day 1
10:00-17:30

Date: July, 22, 2015

| Length | Time | Training Topics | Trainer(s) |
|---------|-------------|--|---|
| 15 min | 10:00-10:15 | <ul style="list-style-type: none"> - Welcome and Introduction of Participants - Seminar Course Description | |
| 105 min | 10:15-12:00 | 1. Human Resource Management - General Principles <ul style="list-style-type: none"> - HRM as part of an organization's overall strategy - HR Manual: Processes and Procedures - Job analysis and positional instructions - Questions (throughout) | - Mari Burduli from Ilia State University (ISU) |
| 30 min | 12:00-12:30 | Coffee Break | |
| 120 min | 12:30-14:30 | 2. Recruitment, Selection and Hiring Processes <ul style="list-style-type: none"> - Sequential Stages of the Recruitment Process - Recruitment selection techniques 3. Integrating New Employees to the Workplace <ul style="list-style-type: none"> - Questions (throughout) | - Mari Burduli from ISU |
| 60 min | 14:30-15:30 | Dinner Break | |
| 120 min | 15:30-17:30 | 4. Performance Evaluation Methods <ul style="list-style-type: none"> - Methods reviews - MBO (management by objectives) methods of performance appraisal 5. Staff Motivation & Development <ul style="list-style-type: none"> - Motivation theories and models - Training and Development - Questions (throughout) Training Evaluation and Feedback | - Mari Burduli from ISU |

Day 2
10:00-17:30

Date: July, 23, 2015

| Length | Time | Training Topics | Trainer(s) |
|---------------|--------------------|--|---|
| 120 min | 10:00-12:00 | 1. Communication <ul style="list-style-type: none"> - Effective communication model - Non-verbal communication - Types of communication 2. Team Management <ul style="list-style-type: none"> - Leadership and People Management - Emotional intelligence - Questions (throughout) | - Mari Burduli from (ISU) |
| 30 min | 12:00-12:30 | Coffee Break | |
| 120 min | 12:30-14:30 | 3. Conflicts <ul style="list-style-type: none"> - Types of conflicts - Conflict resolution techniques 4. Time Management <ul style="list-style-type: none"> - Nature of time - Types of time: biological, social and psychological - Questions (throughout) | - Mari Burduli from ISU - Lela Kelbakiani (KU) |
| 60 min | 14:30-15:30 | Dinner Break | |
| 120 min | 15:30-17:30 | 4. Time Management (Continued...) <ul style="list-style-type: none"> - Organizational life cycle - Working time and free time - Prioritization - Practical assignments - Questions (throughout) Training Evaluation and Feedback | - Lela Kelbakiani (KU) |

Day 3
10:00-17:00

Date: July, 24, 2015

| Length | Time | Training Topics | Trainer(s) |
|---------------|-------------|--|-----------------------------|
| 120 min | 10:00-12:00 | 1. Organizational structure and Change Management <ul style="list-style-type: none"> - Organization as a system - Dimensions of organization - Strategies for change: Evolutionary, revolutionary and systematic change - Types of Organizational Culture - The Change Curve - The resistance to change - Case study - Questions (throughout) | - Elguja Deisadze from (KU) |
| 30 min | 12:00-12:30 | Coffee Break | |
| 120 min | 12:30-14:30 | 2. Strategic Planning Process <ul style="list-style-type: none"> - Mission and Vision Statements - Values definition and examples - SWOT Analysis - PESTEL Framework - Practical Examples - Questions (throughout) | - Elguja Deisadze from (KU) |
| 60 min | 14:30-15:30 | Dinner Break | |
| 90 min | 15:30-17:00 | 2. Strategic Planning Process (Continued...) <ul style="list-style-type: none"> - Strategic lines and strategic objectives - Operational objectives and actions - Balanced scorecard and KPI - Example of HR strategic Action Plan - Questions (throughout) Training Evaluation and Feedback | - ElgujaDeisadze from (KU) |

The workshop design and parts may be adjusted during the training according to trainees' foreknowledge and interests.