



# KENDOR CONSULTING

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*Our HR Bootcamps*

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# WHO WE ARE

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- We are a leading consulting and training firm providing human resources management solutions. We equip HR professionals and business leaders with the competencies required to deliver successfully on their roles for the duration of their career lives.
- We have worked directly with 1000+ businesses. In ten years, we have trained the world's leading organisations, helping their HR teams and leaders deliver value to their stakeholders.
- We have trained 5000+ professionals. We have worked with people and organisations of all sizes, from the small to the great.
- Our flagship HR Bootcamp training and conference has attracted media attention both locally and globally.
- As a result, our clients have been inspired and empowered to reach their full potential while their people and organisations learn and grow.

# ABOUT OUR HR BOOTCAMPS

Our Human Resources Bootcamps are designed to give Human Resources practitioners the core skills necessary to manage a strategically aligned Human Resources function. By focusing on equipping Human Resources professionals with strategic competencies, the HR Bootcamps provide an opportunity to fast track learning required to manage the HR function in a manner that quickly produces bottom line results.

Through practical case studies and interactive sessions, the HR Bootcamp is an opportunity to gain insight into contemporary HR issues as taught by experienced HR professionals.

Our HR Bootcamps are designed to equip HR professionals and individuals and teams with the competencies required to succeed at any stage of their career.

We provide you with 3 things that are key to your success;



**Best practices:** Using the best in class curriculum based on tested and accredited frameworks and bodies of knowledge. All our programmes are accredited by Society of Human Resources Management (SHRM) USA.



**Peer group:** Learn and grow with like minded professionals who share a similar vision to advancing their careers



**Community:** Increase your network and join a vibrant community of professionals who can help propel your career more quickly than if you were to do it alone.



# OUR HR BOOTCAMPS

| Programme           | Description   | Duration   | Who is it for?   | Mode of Delivery  |
|---------------------|---|--|--|---|
| <b>Training</b>     |   |  |  |   |
| HR Bootcamp         | For new or generalist HR professionals who need to develop strategic competencies that quickly deliver stakeholder value. This programme is our original flagship HR Bootcamp.  | <ul style="list-style-type: none"> <li>3 days</li> </ul>   | <ul style="list-style-type: none"> <li>Career Starters</li> <li>Career Switchers</li> <li>Anyone Interested in Fast-Tracking their Career in Human Resources Management</li> </ul> | <ul style="list-style-type: none"> <li>E-learning Course</li> <li>Virtual Class</li> <li>Physical Class</li> </ul>  |
| <b>Accelerators</b> |   |  |  |   |
| Jumpstart           | For anyone who wants to jumpstart and fast-track their career in human resources. This programme will suit career starters or switchers who need to gain HR Competence quickly. | <ul style="list-style-type: none"> <li>Two 3-hour virtual sessions per month for 3 months</li> </ul> | <ul style="list-style-type: none"> <li>HR Career Starters</li> <li>Experienced Professionals Switching to HR</li> <li>HR Professionals without prior formal HR training</li> </ul> | <ul style="list-style-type: none"> <li>Pre-Recorded Videos</li> <li>Virtual Class</li> <li>Group Coaching</li> <li>Question and Answer Session</li> </ul> |
| Excel               | For experienced HR professionals who want to stand out, make a difference and positively enhance the lives of the people and organisations they serve.                          | <ul style="list-style-type: none"> <li>Two 3-hour sessions per month for 3 months</li> </ul>         | <ul style="list-style-type: none"> <li>Experienced HR Professionals</li> <li>Consultants</li> </ul>  | <ul style="list-style-type: none"> <li>Pre-Recorded Videos</li> <li>Virtual Class</li> <li>Group Coaching</li> <li>Question and Answer Session</li> </ul> |
| HRPreneur           | For anyone who wants to begin or is already in their entrepreneurial journey via HR Consulting, self-employment, owning or managing an HR consulting business.                  | <ul style="list-style-type: none"> <li>Two 2-hour sessions per month for 3 months</li> </ul>         | <ul style="list-style-type: none"> <li>Experienced HR Professionals</li> <li>Consultants/Specialists</li> <li>Business Owners/Entrepreneurs/Self-employed</li> </ul>               | <ul style="list-style-type: none"> <li>Pre-Recorded Videos</li> <li>Virtual Class</li> <li>Group Coaching</li> <li>Question and Answer Session</li> </ul> |

# BENEFITS

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HR Bootcamp accelerators participants will enjoy;

- Detailed curriculum for the month. We use the SHRM (USA) curriculum for Jumpstart and Excel programmes and we are approved by SHRM to offer Professional Development Credits (PDCs) for SHRM- SHRM-CP® or SHRM-SCP®.
- Bi-Monthly (twice a month) real-time, virtual, 3 hours group coaching, question and answer sessions on up- to-date curriculum, HR best practice and real-life case studies.
- Exclusive online community of like-minded peers, to gain support from and increase your network.
- At least, three physical meet-up for better networking.
- Challenge assignments which must be completed at the end of each module.
- Opportunity to partake at a discounted rate for any other programmes.
- Guest appearances of seasoned HR Professionals and Business Leaders who will occasionally join in these sessions (once a month).
- A certificate of participation at the end of the 3 months programme.

# PROGRAMME OUTLINE

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*HR Bootcamp Training*

# HR BOOTCAMP

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- Introduction to Human Resources Management
  - What is Human Resources Management
  - Goals of HRM
  - Essence of HRM (Why HR?)
  - Evolution of HRM
  - Key HRM Processes
- Workforce Planning
  - Definition of Workforce Planning
  - Reasons for Workforce Planning
  - Workforce Planning Process
- Recruitment and Selection
  - What is Recruitment?
  - The Recruitment Process
  - What is Selection?
  - The Selection Process
- Performance Management
  - Performance Management Cycle
  - Planning Performance
  - Monitoring Performance
  - Appraising Performance
  - Analyzing Performance Problems
  - Possible Strategies for Resolving Performance
- Training and Development
  - Definition of Training and Development
  - Training Process
  - Competency Analysis
  - Enhancing Training Effectiveness
  - Types of Training Programs
  - Evaluating Training and Development
- Compensation and Reward Management
  - Definition of Total Reward
  - Total Reward Framework
  - Compensation
  - Employee Benefits
  - Work-life
  - Performance and Recognition
  - Determining the right strategy for your organization
- Career Development
  - Introduction
  - Definition of Career Development
  - Processes of Career Development
  - Career Development Vs. Career Planning
  - Employee Development Programs
  - Talent Management and Succession Planning
- Employee Relations and Communication
  - Introduction
  - Employee Feedback Programs
  - Employee Assistance Programs
  - Employee Relations and the Laws
  - Organisational Policies and Procedures
- HR Strategy and Planning
  - Introduction
  - Definition of HR Strategy
  - Definition of Strategic Planning
  - Strategic Planning and Business Strategy
  - The Strategic Planning Process
  - Strategic HRM and Business Strategy
  - Aligning HR Processes with Business Strategy



# PROGRAMME OUTLINE

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*HR Bootcamp Accelerators*

# JUMPSTART

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- Overview of Human Resources Management
  - What is HR Management?
  - Goals and Beliefs
  - Underlying Theories of HRM
  - HRM and the Business
  - Linking Key HR Processes
- Talent Acquisition and Management
  - Job Analysis and Documentation
  - The Recruitment Process
  - Recruitment and Selection
  - Developing a Recruitment Strategy
  - Selection Methods
  - Evaluating Candidates
  - Interviewing Techniques
  - Job Offers
  - Onboarding Essentials
  - Talent Management Essentials
  - Managing Diversity and Inclusion
- Learning and Development
  - Understanding Learning, Training and Development
  - The Training Process
  - Evaluating Training Effectiveness
  - Leadership Development Programmes
  - Career Development
- Performance Management
  - Why Measure Performance
  - The Performance Management Cycle
  - Performance Management System Types
  - Performance Management in Practice
  - Managing Employee Performance
  - Contemporary Issues in Performance Management
- Compensation and Rewards Management
  - Rewarding Employees
  - Theories of Motivation
  - Understanding Total Rewards Components
  - Compensation Systems
- Employee Relations and Labour Law
  - Employee Relations
  - Employment Law
  - Cases in Employment Law
  - Frequently Asked Questions
- Essential HR Skills
  - The Role of Line Managers
  - Managing Key Stakeholders
  - Interpersonal Skills
  - Leadership and Ethics Skills
  - Business Acumen Skills

# EXCEL

- Human Resources Management Redefined
  - Goals and Beliefs
  - HRM and the Business
  - Evolution of HR
  - Key HR Theory for Practice
  - HR 3.0 Defined
  - Linking Key HR Processes
  - Today's HRM Competencies
  - Action Planning: Assignment and Project Work
- HR as a Business Partner
  - The Business Case for Partnership
  - HR Business Partners as Internal Consultants
  - Developing Consulting Skills
  - Organisation Design and Development
  - The Organisation Development Process
  - Stakeholder Management and Engagement
  - Action Planning: Assignment and Project Work
- Strategic Planning and Performance
  - Organisation Strategy and Planning
  - Five Steps of Strategic Planning
  - Strategic Planning Tools
  - Developing a Strategic plan
  - Choosing a Performance Management Framework
  - Designing an Organisation Scorecard
  - Developing an HR Strategic plan
  - Developing an HR scorecard
  - Selecting Your HR Metrics
  - Analysing and Reporting Metrics
  - Using HR Analytics
  - Action Planning: Assignment and Project Work
- Aligning HR Systems in Organizations
  - Talent and Acquisition
  - Employee Engagement
  - Performance Management
  - Learning, Training and Development
  - Compensation and Reward Strategies and Systems
  - Contemporary Labour Issues
  - Structure of the HR team
  - Action Planning: Assignment and Project Work



# EXCEL CONT'D

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- HR as Business Leaders
    - Leading the HR Function
    - Interpersonal Skills
    - Business Acumen
    - Leadership and Ethics
    - Excelling in Your HR Career
    - Being an HR Person of Influence
    - Action Planning: Assignment and Project Work
  
  - Contemporary HR Issues
    - HR 3.0: Issues Arising
    - The Future of Work is Now
    - Managing Multigenerational Workforce
    - Managing Remote Teams
    - Digital HR Skills
    - Digitising Key HR Processes
    - Reskilling for Today's Business Needs
    - Action Planning: Assignment and Project Work
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# HRPRENEUR

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This programme currently have 6 specialist areas available:


- Starting a Recruitment Consulting Business
- Starting a HR Outsourcing Business
- Starting a Training and Seminar Consulting Business
- Starting a HR Consulting and Advisory Business
- Starting a Payroll Outsourcing Business
- Organisation Development and Consulting Skills

Topics Include:

- Define Your Service Offerings and Niche
- Getting Clients for Your Business
- Marketing and Selling Your Services
- Pricing Your Services
- Consulting Contracts, Fees and Terms
- Invoicing and Following up
- Leveraging Technology
- How to Grow Through Partnerships
- Other Services You Can Render to Boost Your Income
- The Importance of Ethics
- Pitfalls to Avoid
- Consulting Contracts
- Managing Client Projects
- Making Presentations
- Structuring Your Consulting Business
- Leading a Consulting Team

# UPCOMING DATES

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- **Start Date for Next Accelerator Programme:**
    - September 14, 2024
  - **Investment Per Participant:**
    - **HR Bootcamp Training:** Physical Class|NGN249,500, E-Learning|NGN117,000
    - **Jumpstart:** NGN249,500, USD350
    - **Excel:** NGN395,000, USD500
    - **HRPreneur:** NGN995,500, USD1,000
  - A certificate will be awarded at the end of the initial 3 months programme.
  - At the end of the programme, participants are advised to continue the bi-monthly coaching sessions for a minimum of 3 months.
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# CUSTOMISED HR BOOTCAMPS

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Kendor Consulting offers customised in-house HR Bootcamps tailored to fit your organisation's unique training needs and budget.

We follow a tested training approach that ensures that the learning intervention is directly linked to achieving business results. We help our clients deliver learning interventions that yield a return on investment. Our success has been linked to our ability to demonstrate productivity increases and cost reduction as a result of our facilitated training interventions.



# OUR TRACK RECORD

Kendor Consulting has over the years developed deep competencies in providing services in Human Capital Development and Management, Business Transformation, Change Management and Business Process Improvement. Our consultants have been involved in small and large-scale consulting assignments. Our facilitators have provided consulting support and training programmes for various organisations. Below are some of the organisations that have benefitted from our services:

| Industry   | Organisations   |
|--|---|
| Oil, Gas and Marine Services                     | NLNG, Oando, Petrobras, Forte Oil, Halliburton, BW Offshore, Ocean Marine Services, African Circle, Sahara Group, Desicon Group, Globestar Engineering, Subsea 7, SASOL   |
| Financial Services                               | Central Bank Nigeria, Keystone Bank, Zenith Bank, BGL, FITC, Diamond Bank, Fidelity Bank, Stanbic IBTC, Eco Bank, CitiCorp, Lotus Capital, C&I Leasing, Cornerstone Insurance, Leadway Pensure, Beyond Credit   |
| Manufacturing                                    | UNICEM, Guinness, PZ Cussons, Crown Flour Mills, Flour Mills, West African Tobacco, Toyota Nigeria, Chellarams, Cummins West Africa, Diageo, SABMiller, Sanofi  |
| Technology, Consulting and Education             | MTN, Visafone, Galaxy Backbone, Vatebra, Accenture, Chartered Institute of Personnel Management, Kimberley Ryan, VT Leasing, Infographics, Grange School, NetServe, Lagos Business School, Signal Alliance, Covenant University, Weco Systems, Corona Schools, IHS Towers, Rapid Facilities Management, |
| Hospitality, Entertainment, Aviation and Tourism | Air Nigeria, African Sun Hotels, Nike Lake Resort, Ampris Global, Sundry Foods Limited, Food Concepts Plc, Multichoice  |
| Government                                       | Federal Airport Authority of Nigeria, Nigeria Civil Aviation Authority, Nigeria College of Aviation Technology, Nigeria Meteorological Agency, Nigeria Airspace Management Agency, Ministry of Aviation, International Organisation for Migration (IOM)   |



## **CONTACT US**

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**THANK YOU!**

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