

**BABCOCK UNIVERSITY**  
**HUMAN RESOURCES DEPARTMENT**  
**TRAINING UNIT**  
**2016 STAFF TRAINING CALENDAR**

S/N	TOPICS RETRIEVED FROM 2015 APER	Who should attend?	DATE	TIME	TENTATIVE VENUE	FACILITATOR(S)	Registration Process
1	<b>Customer Relationship Management</b>						
	Training on positive attitude	Hall Administrators; Registry & HR staff; Secretaries; Bursary staff; Empowerment staff	<b>THURSDAY</b>	<b>2.30 - 4pm</b>	<b>Maranatha Chapel (Former University Library)</b>	<b>WILL BE COMMUNICATED</b>	DIRECTOR/SUPERVISOR SHOULD SUBMIT NAMES OF STAFF IN DEPARTMENT/UNIT WHO SHOULD ATTEND EACH TRAINING
	Service delivery						
	Protocol etiquette						
	Emotional management						
	Responding to Phone call						
Customer Relationship Management							
2	<b>Human management</b>						
	Changing nature of work & work place environment	Hall Administrators; Registry & HR staff; Secretaries; Bursary staff; Empowerment staff	<b>THURSDAY</b>	<b>2.30 - 4pm</b>	<b>Maranatha Chapel (Former University Library)</b>	<b>WILL BE COMMUNICATED</b>	DIRECTOR/SUPERVISOR SHOULD SUBMIT NAMES OF STAFF IN DEPARTMENT/UNIT WHO SHOULD ATTEND EACH TRAINING
	New HR operating framework (Role profiles & HR services)						
	People Management Tech						
	Test Inventory for assessment of personnel						
Developing assessment instruments							
3	<b>Management</b>						
	Team Work	Hall Administrators; Registry & HR staff; Secretaries; Bursary staff; Empowerment staff; Electronic Surveillance staff; College of Postgraduate School staff	<b>THURSDAY</b>	<b>2.30 - 4pm</b>	<b>Maranatha Chapel (Former University Library)</b>	<b>WILL BE COMMUNICATED</b>	DIRECTOR/SUPERVISOR SHOULD SUBMIT NAMES OF STAFF IN DEPARTMENT/UNIT WHO SHOULD ATTEND EACH TRAINING
	Time management						
	Communication skills						
Setting priorities & organisation							
4	<b>Maintenance Management</b>						
	Project Management	Facilities Staff; Food Services Supervisors	<b>THURSDAY</b>	<b>2.30 - 4pm</b>	<b>Maranatha Chapel (Former University Library)</b>	<b>WILL BE COMMUNICATED</b>	DIRECTOR/SUPERVISOR SHOULD SUBMIT NAMES OF STAFF IN DEPARTMENT/UNIT WHO SHOULD ATTEND EACH TRAINING
	Troubleshooting and Maintenance of HVAC & Gen. Sets						
	Kitchen Equipment Maintenance						
	Mordern Welding tools and Equipment						
	Welding and Fabrication Techniques						
	Panel (Electrical) Breaker Maintenance						
	Modern Leak Detection Methods						
	Electrical Installation						
Real Estate							
5	<b>Resources Management</b>						
	Store Management	Facilities Staff; Food Services Supervisors; Warehouse Stock Officers	<b>THURSDAY</b>	<b>2.30 - 4pm</b>	<b>Maranatha Chapel (Former University Library)</b>	<b>WILL BE COMMUNICATED</b>	DIRECTOR/SUPERVISOR SHOULD SUBMIT NAMES OF STAFF IN DEPARTMENT/UNIT WHO SHOULD ATTEND EACH TRAINING
	Resources/Facilities Management						

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<b>6</b>	<b>Report Writing/Presentation</b>						
	Report Writing & Modern Technology Driving Office Mgt. Content Writing, Marketing training Presentation Skills Institutional research reporting tech Grant writing & opportunities for students & faculty Proposal Writing	BCED staff; OIE staff; HR staff	<b>THURSDAY</b>	<b>2.30 - 4pm</b>	<b>Administrative Boardroom</b>	<b>WILL BE COMMUNICATED</b>	DIRECTOR/SUPERVISOR SHOULD SUBMIT NAMES OF STAFF IN DEPARTMENT/UNIT WHO SHOULD ATTEND EACH TRAINING
<b>7</b>	<b>ICT Training</b>						
	Networking Web technologies & Analytics IIS for internet development ICT Skills Use of electronic appointment making tools	Electronic Surveillance staff; ITDS staff	<b>THURSDAY</b>	<b>2.30 - 4pm</b>	<b>Administrative Boardroom</b>	<b>WILL BE COMMUNICATED</b>	DIRECTOR/SUPERVISOR SHOULD SUBMIT NAMES OF STAFF IN DEPARTMENT/UNIT WHO SHOULD ATTEND EACH TRAINING
<b>8</b>	<b>Internet Security Management</b>						
	Intelligence Gathering Interogation Skills and Techniques Internet Security Management	Electronic Surveillance staff; ITDS staff	<b>THURSDAY</b>	<b>2.30 - 4pm</b>	<b>Administrative Boardroom</b>	<b>WILL BE COMMUNICATED</b>	DIRECTOR/SUPERVISOR SHOULD SUBMIT NAMES OF STAFF IN DEPARTMENT/UNIT WHO SHOULD ATTEND EACH TRAINING
<b>9</b>	<b>Fire Services</b>						
	General Training and Exposure (FIRE)	Fire services staff	<b>THURSDAY</b>	<b>2.30 - 4pm</b>	<b>Administrative Boardroom</b>	<b>WILL BE COMMUNICATED</b>	DIRECTOR/SUPERVISOR SHOULD SUBMIT NAMES OF STAFF IN DEPARTMENT/UNIT WHO SHOULD ATTEND EACH TRAINING
<b>10</b>	<b>Data Management</b>						
	Research Methodology Analyzing data & reporting findings Handling qualitative data Soft ware application Data Management, Storage and Retrieval Proper filling techniques	OIE staff; Management Services staff; CCTV staff; HR staff	<b>THURSDAY</b>	<b>2.30 - 4pm</b>	<b>Maranatha Chapel (Former University Library)</b>	<b>WILL BE COMMUNICATED</b>	DIRECTOR/SUPERVISOR SHOULD SUBMIT NAMES OF STAFF IN DEPARTMENT/UNIT WHO SHOULD ATTEND EACH TRAINING
<b>11</b>	<b>Counselling</b>						
	Personal Pyschology Counselling tech. Psychotherapy training & Reformatory	Student Support staff; Hall Administrators; HR staff	<b>THURSDAY</b>	<b>2.30 - 4pm</b>	<b>Maranatha Chapel (Former University Library)</b>	<b>WILL BE COMMUNICATED</b>	DIRECTOR/SUPERVISOR SHOULD SUBMIT NAMES OF STAFF IN DEPARTMENT/UNIT WHO SHOULD ATTEND EACH TRAINING
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<b>12</b>	<b>Business Strategic Management</b>						
	Strategic Management	BCED staff; Strategic Unit; HR staff; Sport & Socials staff; OIE staff; Audit staff; Bursary staff	THURSDAY	2.30 - 4pm	Maranatha Chapel (Former University Library)	WILL BE COMMUNICATED	DIRECTOR/SUPERVISOR SHOULD SUBMIT NAMES OF STAFF IN DEPARTMENT/UNIT WHO SHOULD ATTEND EACH TRAINING
	Business Development Strategy						
Event management improvement courses							
<b>13</b>	<b>Leadership Training</b>						
	Administrative Development	Level 12 & 13 Officers	THURSDAY	2.30 - 4pm	Administrative Boardroom	WILL BE COMMUNICATED	DIRECTOR/SUPERVISOR SHOULD SUBMIT NAMES OF STAFF IN DEPARTMENT/UNIT WHO SHOULD ATTEND EACH TRAINING
	Professional & Managerial training						
	Advanced Leadership Management						
	Documentation on all transactions on administrative comm						
	Visioning, creativity & developing new initiatives						
Maintaining institutions at high standards							
<b>14</b>	<b>Software (Bursary)</b>						
	Accounting & Registration Software	Bursary staff; HR staff; OIE staff; Audit staff	THURSDAY	2.30 - 4pm	Maranatha Chapel (Former University Library)	WILL BE COMMUNICATED	DIRECTOR/SUPERVISOR SHOULD SUBMIT NAMES OF STAFF IN DEPARTMENT/UNIT WHO SHOULD ATTEND EACH TRAINING
	Sun plus, ADMON training, Excel training						
	Software application & Research						
Soft ware application							
<b>15</b>	<b>Software (Payroll/Automation in HR)</b>						
	Payroll Software	Bursary staff; HR staff; OIE staff; Audit staff	THURSDAY	2.30 - 4pm	Maranatha Chapel (Former University Library)	WILL BE COMMUNICATED	DIRECTOR/SUPERVISOR SHOULD SUBMIT NAMES OF STAFF IN DEPARTMENT/UNIT WHO SHOULD ATTEND EACH TRAINING
Technology trend in HR							
<b>16</b>	<b>Alumni &amp; Connectivity</b>						
	Advancement Engagement	Alumni staff; Registry staff; Marketing staff	THURSDAY	2.30 - 4pm	Administrative Boardroom	WILL BE COMMUNICATED	DIRECTOR/SUPERVISOR SHOULD SUBMIT NAMES OF STAFF IN DEPARTMENT/UNIT WHO SHOULD ATTEND EACH TRAINING
Skill Acquisition and Improvement							
<b>17</b>	<b>Audio Production</b>						
	Audio Production & Management	AWR/HOPE staff; Music dept. staff	THURSDAY	2.30 - 4pm	Administrative Boardroom	WILL BE COMMUNICATED	DIRECTOR/SUPERVISOR SHOULD SUBMIT NAMES OF STAFF IN DEPARTMENT/UNIT WHO SHOULD ATTEND EACH TRAINING
<b>18</b>	<b>Photographing</b>						
	Professional Creative Photographing	Marketing staff	THURSDAY	2.30 - 4pm	Management Services Boardroom	WILL BE COMMUNICATED	DIRECTOR/SUPERVISOR SHOULD SUBMIT NAMES OF STAFF IN DEPARTMENT/UNIT WHO SHOULD ATTEND EACH TRAINING

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19	<b>Physiology Equipment Use &amp; Management</b>						
	Handling Modern Sophisticated Physiology Equipment	Lab Technologist & Lab Scientist	THURSDAY	2.30 - 4pm	Physiology Laboratory	WILL BE COMMUNICATED	DIRECTOR/SUPERVISOR SHOULD SUBMIT NAMES OF STAFF IN DEPARTMENT/UNIT WHO SHOULD ATTEND EACH TRAINING
20	<b>Clinical Pastoral Education (PCE)</b>						
	Clinical Pastoral Education (PCE) Advanced Degree (Chaplaincy)	Pastors & Chaplains	THURSDAY	2.30 - 4pm	Pioneer Chapel	WILL BE COMMUNICATED	DIRECTOR/SUPERVISOR SHOULD SUBMIT NAMES OF STAFF IN DEPARTMENT/UNIT WHO SHOULD ATTEND EACH TRAINING
21	<b>Budget Preparation, Defense, Approval, Implementation &amp; Reporting</b>						
	Budget Preparation, Defense, Approval, Implementation & Reporting	Associate Vice Presidents; Deans; HODs; Directors	THURSDAY	2.30 - 4pm	Maranatha Chapel (Former University Library)	WILL BE COMMUNICATED	DIRECTOR/SUPERVISOR SHOULD SUBMIT NAMES OF STAFF IN DEPARTMENT/UNIT WHO SHOULD ATTEND EACH TRAINING
22	<b>Records Management &amp; Information Dissemination</b>						
	Records Management & Information Dissemination	Administrative Officers; Secretaries; HR staff	THURSDAY	2.30 - 4pm	Maranatha Chapel (Former University Library)	WILL BE COMMUNICATED	DIRECTOR/SUPERVISOR SHOULD SUBMIT NAMES OF STAFF IN DEPARTMENT/UNIT WHO SHOULD ATTEND EACH TRAINING