



## **PAPUA NEW GUINEA HUMAN RESOURCE INSTITUTE**

non-profit professional organization, committed to integral people development and professional excellence and sustainable national development through organizational excellence since 1973.

Post Office Box 2035 PORT MORESBY, NCD, PNG | Unit No. 02, Top Floor, IEPNG Haus,  
Spring Garden Road, Mabi Street, Gordons Industrial | Phone: (675) 323 5022 or 323 5344 |  
Fax: (675) 323 5344 | Email: dannfrancis@gmail.com or salome.walo@gmail.com

Human Resource Practices Competency Based Professional Development Course.

*Professional Award of:*

# **CERTIFICATE IN EFFECTIVE EXECUTIVE MANAGEMENT AND STRATEGIC LEADERSHIP IN PNG**

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*October 2016*

**A PROFESSIONAL DEVELOPMENT INITIATIVE: TRIALED, PROVEN, IMPROVED, TRANSFORMATIONAL &  
PERSONALLY AND PROFESSIONALLY LIFE ENHANCING**



## PAPUA NEW GUINEA HUMAN RESOURCE INSTITUTE

POSTAL: P O BOX 2035 PORT MORESBY, 121. NCD, PNG.  
STREET ADDRESS: LEVEL 2 IEPNG HAUS, SECTION 56 ALLOTMENT 10. MABI STREET, SPRING GARDEN ROAD,  
GORDON'S INDUSTRIAL AREA, ADJACENT TO SP BREWERY, ALONG THE FREEWAY

# CERTIFICATE IN EFFECTIVE EXECUTIVE MANAGEMENT AND STRATEGIC LEADERSHIP IN PNG

A PROFESSIONAL DEVELOPMENT INITIATIVE: TRIALED, PROVEN, IMPROVED, TRANSFORMATIONAL & PERSONALLY AND PROFESSIONALLY LIFE ENHANCING.

### COURSE OUTLINE:

LESSON 1: THE LEGAL FRAMEWORK OF LEADERSHIP IN PNG  
LESSON 2: HIGHLIGHTS OF PNG COMPANIES ACT  
LESSON 3: PNG INSTITUTE OF COMPANY DIRECTORS GOVERNANCE STANDARDS  
LESSON 3B: OVERVIEW OF INTERNATIONAL FINANCIAL REPORTING STANDARDS  
LESSON 4: ORGANISATIONAL DEVELOPMENT  
LESSON 5: CORPORATE GOVERNANCE  
LESSON 6: LEADERSHIP EFFECTIVENESS  
LESSON 7: MANAGEMENT EFFECTIVENESS  
LESSON 8: CORPORATE AND STRATEGIC PLANNING MODELS  
LESSON 9: CORPORATE PERFORMANCE MANAGEMENT  
LESSON 10: SERVICE LEVEL AGREEMENTS  
LESSON 11: CHANGE MANAGEMENT  
LESSON 12: TRAITS OF THE GLOBALLY MOST SUCCESSFUL LEADERS  
LESSON 13: THE ART OF SELF MANAGEMENT  
LESSON 14: EFFECTIVE TIME MANAGEMENT  
LESSON 15: MANAGING PROCRASTINATION  
LESSON 16: MANAGING MY PHYSICAL WELLBEING  
LESSON 17: MANAGING STRESS  
LESSON 18: MANAGING MY SPHERE OF INFLUENCE AND PROMOTING A POSITIVE STAKEHOLDER RELATIONSHIP  
LESSON 19: THE PARETO LAW OR 80/20 RULE AND LEADERSHIP IMPLICATIONS  
LESSON 20: THE ADKAR CHANGE MODEL AND LEADERSHIP IMPLICATIONS  
LESSON 21: THE PRINCIPLE OF THE SIGMOID CURVE AND LEADERSHIP IMPLICATIONS

LESSON 22: THE SWOT ANALYSIS OF MY ORGANISATIONS  
LESSON 23: APPLICATION OF MBO-SMART OBJECTIVES  
LESSON 24: THE BALANCE SCORE CARD PRINCIPLE AND LEADERSHIP IMPLICATIONS  
LESSON 25: IMPROVING MY PRESENTATION SKILLS  
LESSON 26: EFFECTIVE GOAL SETTING  
LESSON 27: EFFECTIVE MEETING MANAGEMENT  
LESSON 28: MY PERSONAL STRATEGIC LIFE PLAN  
LESSON 29: MY PERSONAL CALENDAR  
LESSON 30: MANAGING MY PERFORMANCE GOING FORWARD

**COURSE AWARD TO ALL SUCCESSFUL PARTICIPANTS:**  
CERTIFICATE IN EFFECTIVE EXECUTIVE MANAGEMENT AND STRATEGIC LEADERSHIP IN PAPUA NEW GUINEA

**COURSE DELIVERY OPTIONS:**

- 7 DAYS INTENSIVE (PNGHRI FACILITATED ONLY) OR,
- HALF DAYS OVER A PERIOD OF 14 DAYS OR,
- ONE DAY PER WEEK OVER SEVEN WEEKS
- OR AS FLEXIBLE AS REQUIRED

**COURSE ASSESSMENT:**  
TO PASS THIS COURSE ALL ATTENDEES MUST COMPLETE ALL ASSIGNMENTS AND PASS WITH A 75% SCORE

**POST COST EVALUATION (OPTIONAL AND AT ADDITIONAL COST):**  
360 FEEDBACK AGAINST 17 CRITICAL LEADERSHIP AND MANAGEMENT CRITERIA BEFORE, IMMEDIATELY OR DURING TRAINING AND A FOLLOW UP 360 DEGREE EVALUATION SIX MONTHS AFTER TRAINING TO MEASURE DEGREE OF SUCCESS OF TRAINING.

### COURSE FACITATOR/S:

COURSE FACILITATOR/S HAVE CEO AND MD EXPERIENCES AND SEASONED DIRECTORS WITH ADVANCE HUMAN DEVELOPMENT EXPERIENCE AND ACCREDITATIONS AND APPROVED AND CERTIFIED BY THE NATIONAL TRAINING COUNCIL (PROFILE OF AVAILBLE FACILITATOR IS PROVIDED WHEN TRAINING IS CONFIRMED)

### MINIMUM ENTRY REQUIREMENT:

- MINIMUM EDUCATION OF GRADE 10
- MINIMUM OF FIVE YEARS WORK EXPERIENCE
- SENIOR PROFESSIONAL TO DIRECTOR LEVEL EXPERIENCE

### YOUR INVESTMENT PER PARTICIPANT:

- K7,700 IF RUN BY PNGHRI
- K5,500 IF RUN IN-HOUSE AND ON SITE OR SPONSORED BY THE ORGANISATION (COST EXCLUDES ACCOMMODATION, TRAVEL, INCIDENTAL ALLOWANCES AND OTHER RELATED COSTS)

### COURSE MILESTONES:

- RUNNING SINCE 2004
- BETWEEN 200 -300 EXECUTIVES THROUGH THE PROGRAM
- PARTICIPATION BY OVER 100 EMPLOYERS FROM ALL SECTORS

### ACTION LEARNING BASE:

ADULT LEARN DIFFERENTLY FROM CHILDREN. THERE IS MORE LEARNING BY DOING RATHER THAN LECTURES. COURSE PARTICIPANTS ARE REQUIRED TO THINK CRITICALLY AND FOCUS OF LEARNINGS AND ESPECIALLY APPLICATIONS.

### NATIONAL TRAINING COUNCIL (NTC) ACCREDITATION NUMBER FOR INSTITUTE AND TRAINER/S:

- NTC TRAINER ACCREDITATION NO: 295
- NTC INSTITUTE ACCREDITATION NO: 098

**THIS COURSE HAS BEEN ADAPTED TO INCLUDE PERSONAL EFFECTIVENESS AND LEADERSHIP EFFECTIVENESS IN ONE COURSE WITH POST TRAINING EVALUATIONS AND FEEDBACK.**

PNGHRI IS AN INDEPENDENT PROFESSIONAL AND NON PROFIT ORGANIZATION FOUNDED AS SOCIETY OF HR MANAGERS IN THE 1970s AND INCORPORATED IN 1987 AS THE PNG HR INSTITUTE. PNGHRI IS A MEMBER OF THE ASIA PACIFIC FEDERATION OF HR MANAGERS AND PART OF A NETWORK OF OVER ONE MILLION PROFESSIONALS GLOBALLY. PNG HAS NO QUALIFICATION IN ITS ANNUAL AUDITS FOR OVER 10 YEARS. PNGHRI IS RUN BY COUNCIL OF VOLUNTEERS ELECTED AT THE AGM HELD EACH MAY. PNGHRI IS A NETWORK OF 8,000 PROFESSIONALS MOSTLY FROM PNG AND HAS MEMBERSHIP FROM PACIFIC NATIONS.



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## CERTIFICATE IN EFFECTIVE EXECUTIVE MANAGEMENT AND STRATEGIC LEADERSHIP IN PNG

### - REGISTRATION FORM -

ADULT LEARN DIFFERENTLY FROM CHILDREN. THERE IS MORE LEARNING BY DOING RATHER THAN LECTURES. COURSE PARTICIPANTS ARE REQUIRED TO THINK CRITICALLY AND FOCUS OF LEARNINGS AND ESPECIALLY APPLICATIONS. **THIS COURSE HAS BEEN ADAPTED TO INCLUDE PERSONAL EFFECTIVENESS AND LEADERSHIP EFFECTIVENESS IN ONE COURSE WITH POST TRAINING EVALUATIONS AND FEEDBACK**

The duration of this course is 40 hours (5 days). The course content covers the each Sessions:

- THE LEGAL FRAMEWORK OF LEADERSHIP IN PNG • HIGHLIGHTS OF PNG COMPANIES ACT • PNG INSTITTUE OF COMPANY DIRECTORS GOVERNANCE STANDARDS • OVERVIEW OF INTERNATIONAL FINANCIAL REPORTING STANDARDS ORGANISATIONAL DEVELOPMENT • CORPORATE GOVERNANCE • LEADERSHIP EFFECTIVENESS • MANAGEMENT EFFECTIVENESS • CORPORATE AND STRATEGIC PLANNING MODELS • CORPORATE PERFORMANCE MANAGEMENT • SERVICE LEVEL AGREEMENTS • CHANGE MANAGEMENT • TRAITS OF THE GLOBALLY MOST SUCCESSFUL LEADERS • THE ART OF SELF MANAGEMENT • EFFECTIVE TIME MANAGEMENT • MANAGING PROCRASTINATION • MANAGING MY PHYSICAL WELLBEING • MANAGING STRESS • MANAGING MY SPHERE OF INFLUENCE AND PROMOTING A POSITIVE STAKEHOLDER RELATIONSHIP • THE PARETO LAW OR 80/20 RULE AND LEADERSHIP IMPLICATIONS • THE ADKAR CHANGE MODEL AND LEADERSHIP IMPLICATIONS • THE PRINCIPLE OF THE SIGMOID CURVE AND LEADERSHIP IMPLICATIONS • THE SWOT ANALYSIS OF MY ORGANISATIONS • APPLICATION OF MBO-SMART OBJECTIVES • THE BALANCE SCORE CARD PRINCIPLE AND LEADERSHIP IMPLICATIONS • IMPROVING MY PRESENTATION SKILLS • EFFECTIVE GOAL SETTING • EFFECTIVE MEETING MANAGEMENT • MY PERSONAL STRATEGIC LIFE PLAN • MY PERSONAL CALENDAR • MANAGING MY PERFORMANCE GOING FORWARD

**You add value to yourself when you invest in your ongoing learning and personnel development. Your employer benefits from an effective and efficient and highly motivated employee—that is you!**

PLEASE LIST DOWN NAME(S) of ATTENDEES HERE

1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.

#### Training Registration FEES (+VAT)

	FEES	TOTAL REGISTERED	TOTAL
MEMBERS/ in-house:	K 5,500.00 (inclusive of 10% VAT)		K
CORPORATE MEMBERS:	K 6,600.00 (inclusive of 10% VAT)		K
NON-MEMBERS:	K 7,700.00 (inclusive of 10% VAT)		K
		TOTAL DUE:	K

Your fees are tax deductible under Training Levy Act. If you are paying as an Individual, you can claim reimbursement through the end of the year tax return as this course is considered to be part of your continuing professional development.

CONTACT PERSON:		ORGANIZATION:	
POSTAL ADDRESS:			
TELEPHONE:		EMAIL:	

CONFIRM APPROVAL FROM SUPERVISOR OR MANAGEMENT: YES ( ) NO ( )

NAME:		POSITION:	
SIGN:		DATE:	

Please make cheque payable to PNG Human Resource Institute Inc. or deposit to BSP Account No.1000584131 Waigani Branch and produce receipt to confirm payment. You can also bring your payment to the PNGHRI office and make payments there.

**TERMS & CONDITIONS:** Up on confirmation from Supervisor, the registration fees will be used in the workshop budget and the fees will become non-refundable. Participants who cannot attend will have to attend on the next schedule. The fees cannot be refunded.

**FOR MORE INFORMATION ON REGISTRATION, PLEASE CONTACT US ON THE FOLLOWING ADDRESSES:**

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