

Dear Professional,

Warm Greetings!!!

Tackyon is proud to announce the commencement of **Human Resource Training Workshop – 2009, Jaipur** is focused on **Using HRM to overcome the Economic Meltdown**. The program is a Training and Networking event for Human Resource Professionals from Different Industries from across the country.

Understated are the Key Points of Emphasis in the Current Economic Meltdown...

- Foundations of Human Resource Management.
- Legal Aspects of Employment Practice.
- Understanding the Numbers for Human Resource Professionals.
- Managing Employee Compensation Programs.
- Managing Employee Benefit Programs.
- Effective Recruitment, Selection, and Retention.
- Human Resource Development.
- Management and Leadership for HRM Professionals.

We are proud to present **Mr. Hari Nair, Vice President - Human Resources**, Sona Koyo Steering Systems Limited; a recognized leader with an employee base of over 5000 is an authority on creating high trust and high performance organizations.

The Workshop is being organized at Jaipur from the **1st – 3rd March 2009**. We request you to kindly go through the literature attached and send in your nominations before **15th February 2009**. Furthermore, we would also like to encourage you to nominate as many delegates as you see fit for this event. This event will provide a renewed sense of direction and paradigm shifts that need to be implemented in today's organization for it to retain and enhance its Competitive Edge and Increased Effectiveness.

The event will provide an insight exposure to the issues faced by the industry and would address diverse areas such as Training, Outsourcing, and consulting, Delegates from different organizations will Share their HR Strategies and Execution Models from their organizations, and exceptionally beneficial Networking between the professionals.

We wish to have interactive program and would encourage Paper presentations on the topics by the delegates followed by detailed Training Sessions.

We will be honored by your presence and representation by HR Professionals from your esteemed organization. Thank you in advance for your consideration of this invitation. For more information on our program, please feel free to contact us

Please feel free to contact us for further clarifications on the numbers listed below.

<u>North India- Delhi/ NCR</u>	<u>South India- Hyderabad</u>
Talees Rizvi talees.rizvi@tackyon.org +91 997 130 9745	Apoorva Penkar apoorva.penkar@tackyon.org +91 988 501 2762

Please find the details of the seminar attached in PDF Document - (Agenda, Delegate Nomination Form and Fees Schedule).

I look forward to hearing from you.

With kindest regards,

Talees Rizvi
Head Business Development
Tackyon IT Consulting Private Limited
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Using HR to Over Come the Economic Meltdown, HR Training Workshop – 2009

1st - 3rd March 2009, Location – Jaipur, Rajasthan

Workshop Content

Economic meltdown and Human Resource Management

As an introduction to the strategic contribution of human resource management to the total business enterprise and overview of the basic human resource management functions: workplace law and regulations, human resource metrics and cost analysis, recruitment, total rewards: compensation and benefits, training and development, and organizational behavior. This provides an overview of basic elements, including understanding the functions of HRM within an organization, typical designs of HRM departments, the responsibilities and roles of HRM personnel, and exploration of HRM as a career; the emphasis focused on coping and adapting in the current economic meltdown and coming out on top. The training also begins to lay a broader foundation for topics that are covered throughout the program.

- Ethics.
- Motivational theories.
- Needs assessments.
- Contracts and Request for Proposals.
- Communication.

Legal Aspects of Employment Practice

Human resource professionals encounter a variety of laws and policies governing their decisions. This module provides delegates with an overview of general human resource management practice, particularly as it relates to existing laws and regulations, as well as individual company policies. Participants analyze a variety of organizational strategies which influence the way companies use human resource departments to communicate and implement their policies. Topics include:

- Legal issues associated with hiring and dismissal practices.
- Equal Employment Opportunity rules.
- Individual rights guaranteed under law, including leaves of absence.
- Risk management and liability, including workplace safety.
- Labor Act and Rules.
- Role of ethics in implementing HRM policy.

Understanding the Numbers for Human Resource Professionals

Business will always be a numbers game, and if you want to be an integral part of a company's success, you need to be financially intelligent. To be a true business partner with senior management, human resource professionals must understand the basics of financial measurement and analysis effectively control the financial impact of human resource strategies, and work to align the company's strategy with human capital. This module provides an introduction to accounting practices. Typical company financial statements are examined and discussed, including...

Managing Employee Compensation Programs

Competitive compensation is one of the major issues every organization must face in balancing productivity with costs. This module explores current concepts, approaches, and techniques that shape the development of compensation strategy, plans and policy. Delegates also learn approaches for communicating compensation programs to employees and for monitoring the effectiveness of compensation policy. Topics include:

- Competitive salary analysis and market dynamics.
- Salary administration, incentive plans, stock option programs, and deferred compensation.
- Budgeting underlying the development of compensation programs.
- Design of compensation packages.
- Executive compensation strategies.
- Compensation theories.

Managing Employee Benefit Programs

Management must decide which benefits are most suitable and beneficial for their employees and organizations. This module provides information essential for evaluating and designing cost effective employee benefit programs that meet corporate objectives. Delegates explore a range of benefit plans and discuss the implications of HRM decision making, thus striking a balance cost with employee health and financial security. Topics include:

- Overview of retirement benefits.
- Competitive benefit analysis.
- Benefits communications.
- Typical and leading edge benefits offered by employers.
- Executive benefits.
- Strategies, tools, and techniques for designing and managing benefit plans.
- Design and finance of health and welfare plans.
- Techniques and programs used to contain benefit costs.
- Basics of regulatory compliance and cost containment.

Effective Recruitment, Selection, and Retention

Finding the right employees to fit an organization's needs is a challenging task. This module examines concepts essential for effective staff recruitment, selection, and retention. Delegates also examine the diverse ways organizations view employees, and what organizational practices are effective to retain quality staff. Topics include:

- Recruitment techniques.
- Job descriptions, Assessment, including interviewing, testing, and background investigations.
- Legal requirements.
- Employee orientation.
- Outplacement of staffing needs.
- Staffing accountability.
- Retention strategies.
- Diversity in the workplace.

Human Resource Development

Employees are a resource that must be carefully managed if organizations hope to be productive and efficient. This module examines how human resource managers promote their goals through Human Resource Development (HRD). Delegates examine strategies for assessing, designing, and implementing training and development programs that positively impact an organization's overall performance. Topics include:

- Goal setting, performance evaluation and performance expectations.
- Interventions that help employees and organizations deal with change.
- Factors that influence the focus of human resource development.
- Consulting role and necessary skills of the HRD professional.
- Trends in HRD, including learning organizations, teams, diversity, and re-engineering.

Management and Leadership for HRM Professionals

Human resource professionals must be able to fit themselves and their department within the big picture of the overall organization. To do this, they must have some understanding of how organizations develop structures and carry out policies via management and leadership. This module addresses social, political, and economic factors that can exist within organizations, and provides delegates with basic leadership concepts that improve their ability to analyze an organization and make sound human resource management decisions. Topics include:

- Discerning basic aspects of organizational behavior.
 - Analyzing corporate culture and style preference.
 - Developing effective leadership techniques.
 - Understanding the importance of motivation and performance management.
 - Planning and implementing organizational change.
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The Trainers Profile



Hari Nair

Vice President - Human Resources
Sona Koyo Steering Systems Limited

Masters in Public, Personnel Management & Industrial Relations from Osmania University, did Graduation in Commerce and has a Degree in Education Psychology & Diploma in Journalism. Career Matrix commenced at the age of Nineteen as Officer Administration and has a rich and varied experience of seventeen years plus. Worked in Training & Establishment division of Ministry of Defence, Chittorgarh as Functional Head HR for Minda Huf Limited, NOIDA; Federal Mogul Sintered Products Limited, Bhiwadi; Indo Rama Textiles Limited, Pithampur & L&T Group of Companies, Pithampur. Currently is at the helm of affairs at Sona Koyo Steering Systems Limited, Gurgaon, Haryana as its Vice President heading Human Resources.

Core Competency is in Human Relations at work and is rare amongst those who implement and cascade the best of the HR strategies and practices for any organization to achieve its Objectives for Drastic Transformation, Growth, Vision and Mission through HR Interventions; all said and done he is a specialist in IR too, which is otherwise a rare blend and having done some good work with a reckoning repute in Central and Northern India amongst the HR fraternity. Is a member of several apex bodies and has to his credit signing of Long Term Settlement, Bonus Agreement and Productivity Agreement. Besides this has a thorough knowledge in Statutory Compliances, Legal Matters and is very strong at Quality Processes and HR audits. A recruitment specialist in Competency Based interviewing techniques and is well versed with all facets of any Industrial functions for "Right Hiring ". Is a Friend, Mentor, Counsellor, Panellist, Visiting Faculty, Recruiter, Head Hunter, Trainer and an Advisor for many Organizations and is also a Life Member of NHRD, ISTD, ISABS, DMA, AIMA, GMA, IOD, NIPM, AHRD, AIOE, CMP and NCR Chamber Of Commerce & Industry. Is a member of the Core Committee of HR, IR, ER & ISO 10015 constituted by CII & Expert Committee on HR constituted by ASSOCHAM.

Nomination Form

To Register, Please Provide the Following Information

Company	
Address	
City	Zip/ Pin
Telephone / Mobile/ Email	
Program	Using HR to Over Come the Economic Meltdown, HR Training Workshop – 2009
Program Date	1 March 2009 – 3March 2009
Program Location	Jaipur

Training Fees (Per Delegate) in INR

Enrollments	Fee	Service Tax @ 12.36%	Total
1	20,000.00	2,472.00	22,472.00
1-4	19,000.00	2,348.40	21,348.40
5+	18,000.00	2,224.80	20,224.80
1+ Spouse	30,000.00	3,708.00	33,708.00

5% Discount on all Nominations before 10th February 2009

All the above rates are for Twin Sharing Basis – For Single accommodation Additional Charges of Rs 5,000 + 12.36% will be applicable.

S. No	Nominee Name	Contact Number / Email	Designation
1			
2			
3			
4			
5			

Payment Details

Mode of Payment	<input type="checkbox"/> Cheque	<input type="checkbox"/> DD	<input checked="" type="checkbox"/> Tick Mark
Cheque / DD Number			
Amount (INR)			
Date			
Bank			

Please Make All Payments in Favor of “ **TACKYON IT CONSULTING PRIVATE LIMITED**” Payable at **NOIDA**

Authorized Signatory	Mr./Mrs./Ms
Communication Address	
Designation	
Telephone / Mobile / Fax	
Email	

Date:		
Place:	Company Seal	Authorized Signatory

SEND THE FILLED FORMS TO	Tackyon IT Consulting Private Limited,
	North India
	33, Sri Ram Trade Center, Sector-58, (Opp. U Flex Chemical Division, C-5-8, Sector-57), NOIDA – 201301 Mobile : +91 9971309745 Telephone nos.: +91 120 3274660, Fax: 0120 -4202410
	South India
	Plot No 305, East Marredpally, Secunderabad– 500026 Mobile : +91 9885012762 Telephone nos.: +91 40 27737897
	Email: conference@tackyon.org, URL: www.tackyon.org

Terms and Conditions

- The fee for program includes the following
 - 3 Days and 2 Nights Food and Accommodation.
 - Training Material.
 - Site Seeing on the Third Day.
 - Accommodation on Twin Sharing Basis (Additional Charges applicable for Single accommodation).
 - Charges shall be applicable for additional facilities like food, travelling, mini-bar etc. which are not part of standard offer. (The details of Standard offering shall be provided to the delegates on arrival).
- Delegates should reach the Hotel on 1st March 2009 the program shall commence at 10 am.
- Delegates will check out on the 3rd March 2009.
- The Fees doesn't include the to-fro cost to the Venue.
- The Seminar is subject to alterations/cancellations/changes etc. at the sole discretion of Tackyon IT Consulting Pvt. Ltd.
- All special offers are subject to alterations/cancellations/changes etc. at the sole discretion of Tackyon IT Consulting Pvt. Ltd. without any prior notice whatsoever.
- There will be no refunds if the nominee cancels nomination.
- In case the program is rescheduled, due to unforeseen / unavoidable reasons, participants would be given an option of alternative date.
- Please Make All Payments in form of
 - Demand Drafts: In favor of "Tackyon IT Consulting Private Limited".
 - In case of Bank Transfer or CASH Deposits(ICICI BANK), Contact – talees.rizvi@tackyon.org , 9971309745
 - No Personal Cheque Accepted 10 Days Before Commencement of Program.
- Nominations will be accepted on first come first serve basis.
- Nomination Forms should reach us by courier and Fax – 0120 4202410
- Nominations will be deemed to be complete only when the payments have been received in full and realized by Tackyon IT Consulting Private Limited.
- Please Confirm your presence over the phone/email 0120-3274660, talees.rizvi@tackyon.org
- The confirmation Email will be sent to all the participants that shall serve as Entry Pass to the program.
- A certificate of participation will be given to all fully paid participants.
- Tackyon IT Consulting Private Limited reserves the right to close the number of nominations for a particular program.
- All disputes are subject to NOIDA Jurisdiction only.

PAN & Service Tax Number

1. Income Tax PAN: AACCT1549C
2. Service Tax No.: 688-ST/CER-20/Lko-II/2004-2005

Date			
Place		Company Seal	Authorized Signatory
SEND THE FILLED FORMS TO	<p>Tackyon IT Consulting Private Limited,</p> <p>North India 33, Sri Ram Trade Center, Sector-58, (Opp. U Flex Chemical Division, C-5-8, Sector-57), NOIDA – 201301 Mobile : +91 9971309745 Telephone nos.: +91 120 3274660, Fax: 0120 -4202410</p> <p>South India Plot No 305, East Marredpally, Secunderabad– 500026 Mobile : +91 9885012762 Telephone nos.: +91 40 27737897</p> <p>Email: conference@tackyon.org, URL: www.tackyon.org</p>		