

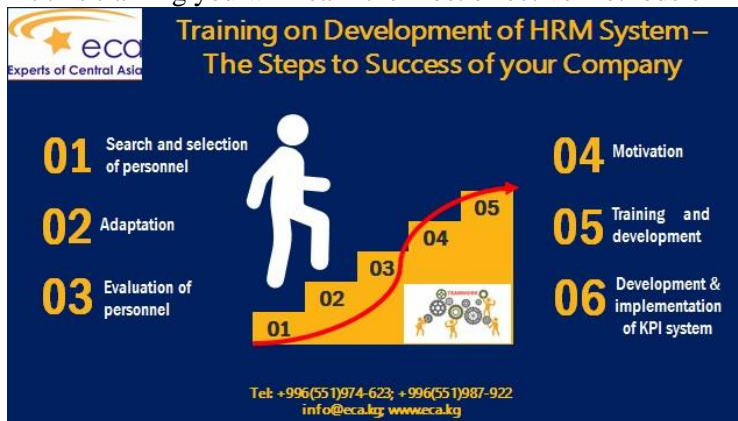
October 8, 2019

Attention!

Dear CEOs, Owners of Small and Medium-sized Enterprises and Managers of organizations with different forms of ownership!

Experts of Central Asia (ECA) launches a series of business trainings on such areas as Strategic Management and Planning, Human Resources Management (HRM), Marketing, Business Planning, Communication (both internal and external) and other interesting topics. We start our trainings with such an important topic as HR Management.

At this training you will learn the most effective methods of HR management which are as follows:



- ✓ How to properly search and select the staff and how to create conditions for their adaptation;
- ✓ How to assess the personnel effectiveness and implement the KPI system within the organization;
- ✓ How to motivate personnel in order they to achieve their goals and objectives;
- ✓ How to ensure the staff readiness to realize their full capacity through training and development in achieving the goals set by head of company.

What is special about the trainings offered by Experts of Central Asia (ECA)?

Firstly, we selected only really effective and working methods that we have repeatedly tested. Secondly, our leading trainers are practitioners and recognized experts in their field and they will share their personal management experience, techniques, cases with you as well as they are able to explain complex things in a simple and understandable language.

70% of the time in our trainings will be spent on gaining the skills via special exercises, cases and team/group works.

- ✓ The training will be held in an interactive format where the participants will be involved in group discussions and the presentation of joint work;
- ✓ During the training the participants will be divided into small groups (3-5 people) to complete a practical task and better master the training material.

- Most importantly, the training can be conducted either in **Russian, Kyrgyz** or in **English** at the request and desire of client.
- **Date of training:** from October 21 to October 25, 2019. **Time:** The training is designed either for 5 days (4 hours a day preferably from 15:00 to 19:00) or for 2 full days (on Saturday and Sunday).
- **Training venue:** ECA Office, 145 Panfilova St., Bishkek
- **The cost of training is 6,000 KG soms (the price includes coffee breaks, handouts and a certificate of completion).**
- The first 5 registered participants will get a 15% discount.
- Seats are limited, so please register in advance by calling at 0551-974-623; 0551-987-922 or by email: tsakishev@eca.kg; rbashirova@eca.kg

Training program/module on Human Resource Management

Goal:	Development of HRM system in the organizations as well as enhancing the competencies of their heads and HR specialists for effective personnel management.
Day 1. 21.10.2019	<p>Topic: Job analysis and development of job profile</p> <ul style="list-style-type: none"> • The first stage (strategic). The study and analysis of the functional position. Identification of significant competencies and the necessary level of their development. • The second stage (operational). Developing an ideal job profile. • The third stage (classification). Development, selection, adaptation of competency assessment methods for compliance with the profile of the position. <p>Case study: Conducting job analysis and development of job profiles using a structured questionnaire and interview. Handout - Questionnaire</p>
Day 2. 22.10.2019	<p>Topic: Human Resource Management</p> <ul style="list-style-type: none"> • Recruitment and placing of personnel • Mentoring system and staff adaptation • Introduction to the position <p>Handouts: Presentation Case: Conducting interview (role-playing games)</p>
Day 3. 23.10.2019	<p>Topic: Personnel Motivation System</p> <ul style="list-style-type: none"> • Types of motivation • Нематериальные виды мотивации • Material types of motivation • Nonmaterial types of motivation <p>Handouts: Presentation Case: Role-playing games</p>
Day 4. 24.10.2019	<p>Topic: Development of a performance system and KPI</p> <ul style="list-style-type: none"> • Methods for evaluating effectiveness • Performance and capacity matrix • Types of grades to determine training needs • What KPI is and their development methods <p>Handouts: Presentation. Case: KPI development for a specific group of positions.</p>
Day 5. 25.10.2019	<p>Topic: Training and Development of Personnel</p> <ul style="list-style-type: none"> • Why do you need staff training and types of training • Identification of training needs and goals • Factors affecting staff development <p>Handouts: Presentation. Case: Interactive discussion (questions and answers)</p>



Trainer: Jamal Dzholdoshalieva is a certified HRM expert at **Experts of Central Asia (ECA)**. She has a Diploma on Business Management (Kyrgyz-Russian Slavic University, 2001) and Diploma of Teacher of English and Literature (Kyrgyz Pedagogical Institute, 1986). She also has extensive experience (over 20 years) in the field of HRM in the large international organizations, private companies, as well as experience in NGOs. She is fluent in English, Russian, and Kyrgyz

Professional competencies:

- ✓ Knowledge and understanding of business,
- ✓ HR-processes and organizational processes (Development of Job Analysis, Job Descriptions, Job Evaluations; Development, testing and implementation of personnel performance evaluation system; Development of Motivation System; Development and implementation of KPI; Identification and Determining Training Needs; Development of training modules and conducting trainings on HRM;
- ✓ Ability to effectively negotiate and possess excellent communication skills;

We are looking forward to our cooperation!

Sincerely Yours,

Talantbek Sakishev,
Director at ECA
Certified Management Consultant