

 Agricultural Employers' Association

'Safeguarding Employers' Interests'

2019



**Training
Calendar**

VIEW DATES

ABOUT AEA

The Agricultural Employers' Association, commonly known as AEA was started in 1962 and registered in 1966 under the Trade Union's Act Cap 233 as an Association representing the collective interests of employers in the Agricultural Industry in matters connected with Employment of Labour. The AEA is an affiliate member of KEPSA, KAM and AIN.

OUR SERVICES

- Training Services
- Good Labour Relations
- Auditing- Legal & HR Auditing
- Recruitment And Executive Selection
- Lobbying And Advocacy
- Management Consultancy Services
- Legal Services
- Legal law compliance
 - HR services as per HRMP Act
- CBA Negotiations

Training programmes in pics



SUPERVISORY SKILLS (TEAM BUILDING) TRAINING AT KARIKI LTD



OPEN HOUSE TRAINING ON DISCRIMINATION AT WORKPLACE



OPEN FORUM ON BILLS AND ACTS OF PARLIAMENT AFFECTING EMPLOYMENT

4.	Directors Forum Emerging Employment issues	- Discrimination in Employment -Casual Employment -Labour outsourcing and Union Representation -Annual Leave -Maternity leave -Unfair termination of employment -Level of Union representation -Disciplinary action against employee pending criminal action -Right to strike under Article 41 of the Constitution	Limuru	Kshs.25,000	Kshs.30,000						3rd						
5.	Financial management & accounting in agricultural setup	The course aims at imparting skills on both personal as well as organizational financial management. Trainees are well equipped to ensure that organizational and one's financial health is not impaired. TARGET: Finance managers, accountants, Senior and Middle level managers, HR	Nakuru	Kshs.15,000	Kshs.20,000						17th						
	OPEN HOUSE TRAININGS	OBJECTIVES	Venue	Members	Non-Members	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
6.	Compensation, benefit administration and reward management	-The purpose of motivation is to create condition in which people are willing to work with zeal, initiative ,interest and enthusiasm with a high personal an group moral satisfaction with a sense of responsibility ,To increase loyalty against company, -To improve discipline and confidence in a cohesive manner so that the goals of an organization and	Eldoret	Kshs.15,000	Kshs.20000						21st						

		retention related issues on staff are achieved effectively															
7.	Managing redundancies, voluntary early retirement and pre-exit	The course is designed to tackle personal issues such as work-life transitions, emotional preparedness and financial management. The course covers the decided court cases, dealing with the union. TARGET Business owners, executive teams, management, accountants & HR professionals.	Nanyuki	Kshs.25,000	Kshs.30,000								18 th & 19 th				
8.	Statutory deductions and Taxation Procedures in Kenya	This course is designed to help participants understand the organizational role in taxation. TARGET: HR Managers, Finance Managers, accountants, Legal Officers, General Managers & Directors.	AthiRiver	Kshs.15,000	Kshs.20,000								16 st				
	OPEN HOUSE TRAININGS	OBJECTIVES	Venue	Members	Non-Members	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
9.	Training for pack house management in flower farms	The main objective of this program is to provide measuring, reporting and managing performance techniques in order to be able to balance targets, bonuses and overtime for staff. Helps improve performance, both at an individual level, and at a corporate level. TARGET: GM, Farm Managers ,Senior & Middle level Managers, HR and the whole pack house management team	Naivasha	Kshs.20,000	Kshs.30,000									19 th & 20 th			

10.	Mechanization, labour outsourcing and its challenges in Kenya in line with vision2030	-The course aims at imparting relevant skills in the law, and effective management of the outsourcing process; -Overview legal requirements & compliance, contracts, emerging issues & best practices. -challenges of dealing with union -decided court cases TARGET: Senior & Middle level Managers, HR & Legal Officers	Kericho	Kshs.20,000	Kshs.30,000															17 th & 18 th		
11.	Cost planning, monitoring & control	The objective of this course is to equip participants with the right skills and knowledge for planning, analyzing and controlling departmental/unit costs. TARGET: Finance managers, accountants, Senior and Middle level managers, HR, Supervisors, Head of Departments & Foremen	Thika	Kshs.15,000	Kshs.20,000																15 th	
13	AEA Annual Retreat	Mombasa	TO BE ADVISED																	4 th to 6 th		

COURSES OFFERED IN-HOUSE ON REQUEST INCLUDE BUT NOT LIMITED: -

NO.	TOPICS	OBJECTIVES	TARGET GOUP
1	Management/Supervisory	The key objective of the programme will be to make the participants more effective in carrying out their responsibilities by imparting to them relevant people and management	Managers, Hro

	Skills	skills and techniques and understand dos and don'ts as prescribed by irrelevant legislation	,supervisors
2	Post-employment training and counseling	The course is designed to tackle personal issues such as work-life transitions, emotional preparedness and financial management	General workers
3	Strategic Management	This course aims at helping organization achieve its goals and objectives through setting objectives, analyzing the competitive environment, analyzing the internal organization, evaluating strategies and ensuring that management rolls out the strategies across the organization	Top Management
4	Team building & interpersonal skills	The course aims at enabling employees accomplish tasks with team members ,Development of communication skills and teach them skills needed in effectively working in a team environment.	Management staff
5	Corporate Governance	The course aims at helping participant make effective decision to achieve corporate objectives, Transparency in business transactions, Statutory and legal compliances, Protection of shareholder interests; Commitment to values and ethical conduct of business.	Top Management
6	Managing emerging Issues at the workplace	The course gives grounding in key areas of the current employment laws in the country and Emerging issues in labour legislation	Top Management
7	General Workers Sensitization	The course aims at enabling staff understand their rights and obligations .	General workers

All In house trainings will be charged @ Kshs.100,000 per day (Exclusive of VAT)

EVENING FORUMS FOR HUMAN RESOURCES:

No	TOPICS	VENUE	DATE	COST
1	Role of HR professionals in strategy formulation and execution	Nakuru	1 st March 2019	Ksh.3,000
2.	Managing Redundancy	Eldoret	5 th April 2019	Ksh.3,000
3.	Training Need Analysis	Thika	5 th July 2019	Ksh.3,000
4.	Secrets to Boosting Productivity - Self Improvement Training	Nanyuki	3 rd August 2019	Ksh.3,000
5.	Competency Based development of HR policies & procedures	Naivasha	3 rd October 2019	Ksh.3,000

6.	Emerging Trends in employment in Kenya-Discrimination at the workplace	Athi River		Ksh.3,000
7.	Strategic Human Resource planning	Nakuru		Ksh.3,000
8.	Teamwork and Work Relations Management	Kericho		Ksh.3,000
9.	Job evaluation and evaluation tools	Nanyuki		Ksh.3,000
10.	Repealed clauses in Labor Laws	Nairobi		Ksh.3,000

CONSULTANCY SERVICES:

No	Topics
1	Labour Law compliance
2	Review and Development of HR Manual & policies
3	Recruitment And Executive Selection
4	Management Consultancy Services
5	CBA Negotiations & Consultations

For more information contact:

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