**Human Capital Development**

**Forum in ICT**

**24th to 26th February 2014**

**AT crossroads hotel**

**Lilongwe, Malawi**

The African Advanced Level Telecommunications Institute (**AFRALTI**) and Malawi Communications Regulatory Authority (**MACRA**) are jointly organizing a **HR Forum** on **Human Capital Development Forum in ICT** in **Lilongwe, Malawi** from **24th to 26th February 2014**.

The forum will benefit HR practitioners working in ICT sector such as Regulators, Telecom Operators, Broadcasters, and Internet Service Providers.

**SCHEDULE**

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| **Day 1: Monday, 24th February 2014** |

| **Time** | **Title of Content of Session** | **Facilitators** |
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| 08:30am-09:00am | **Registration** | **MACRA** |
| 09:00am-09:15am | **Official Opening**  | **MACRA** |
| 09:15am-09:30am | **Group Photo** | **MACRA** |
| 09:30am- 10:00am | **Topic 1: Employee Wellness***With an increasing emphasis on longer work days, shorter lunch hours and 24/7 accessibility, the modern-day workplace is a picture of poor health. Today’s workforce is overweight, stressed out and facing medical issues that ultimately impact their company’s bottom line.* | **Patricia Kemei (CCK)** |
| **10:00am-10:30am** | **Tea/Coffee break** |  |
| 10:30am-01:00pm | **Employee Wellness (Cont.)** |  |
| **01:00pm-02:00pm** | **Lunch** |  |
| 02:00pm-4:00pm | **Topic 2: Planning Risk Management in Human Resources** *Planned approach aims to identify, assess and resolve risk items before they turn threats to organisations.* | **Jonathan P. Mwakijele (AFRALTI)** |

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| **Day 2: Tuesday, 25th February 2014** |

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| **Time** | **Title of Content of Session** |  |
| 08:30am– 10:00am | **Topic 3: Engage for Success***Employee engagement is a workplace approach designed to ensure that employees are committed to their organisation’s goals and values, motivated to contribute to organisational success, and are able at the same time to enhance their own sense of well-being.* | **Dalitso Jumbe (MACRA)** |
| **10:00am-10:30am** | **Tea/Coffee break** |  |
| 10:30am-11:30am | **Topic 4: Harnessing the Potential of Social Networking for Literacy Development***These days, understanding how to use available technology in literacy learning is key. The schools of tomorrow have no walls – and for many parts of the world, tomorrow is already here.* | **Barbara Kabanyoro (UCC)** |
| 11:30am-01:00pm | **Topic 5: Taking Your Business to the Next Level with Social Media***An in-depth overview of the steps to take in order to start using social media strategically and effectively for business purposes.* | **Jonathan P. Mwakijele (AFRALTI)** |
| **01:00pm-02:00pm** | **Lunch** |  |
| 02:00pm-4:00pm | **Topic 6: How to Deal with Change at Work***Change is* ***always*** *coming. And whether you look forward to a change or dread it, change triggers powerful effects in your body and your emotions (sometimes called "stress!"). You can increase your sense of control and steer your life into positive territory when you know how to deal with change.* | **Avilla Goba (POTRAZ)** |

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| **Day 3: Wednesday, 26th February 2014** |

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| **Time** | **Title of Content of Session** | **Facilitators** |
| 08:30am– 10.00am | **Topic 7: The Role of HR in Corporate Strategy Formulation & Implementation, the Balanced Scorecard Approach***As an HR professional, how well prepared are you to participate effectively in corporate strategy formulation and implementation to ensure that employee performance measures are relevant and support the achievement of the organisation’s strategy and vision?*  | **Quinto Ojok (UCC)** |
| **10:00am-10:30am** | **Tea/Coffee break** |  |
| 10:30am-12:30pm | **Topic 8: Resilient Leadership for Challenging Times***Leadership in testing times can be difficult, frustrating and can breed fear and despondency. Yet we know this challenge will shape the leaders of the future.*  | **Sam Matemba (Consultant-Malawi)** |
| 12:30pm-01:00pm | **Official Closure** | **MACRA** |
| **01:00pm-2:00pm** | **Lunch** |  |