

**Tobacco Control  
Programme Management  
Skills Addressed**

**Human Resources  
Planning**

Create an effective human resources infrastructure for tobacco control programmes that optimises personnel.

**Performance Management**

Set goals and encourage high performance from staff through employee performance appraisals.

**Staff Retention**

Boost staff motivation and loyalty by devising approaches to keep personnel engaged and interested in their work.

**Training and Development**

Employ various training methods for staff development through organisational training programmes.

To register for this course:

[www.tobaccofreeunion.org/training](http://www.tobaccofreeunion.org/training)

More details on the IMDP website:

[www.union-imdp.org](http://www.union-imdp.org)

## Human Resources Development

### The Course

Human resources management and development of personnel is a key driver for success in a tobacco control programme. Attracting, developing, and retaining talent is a major challenge tobacco control managers face today.

This course is designed to develop skills associated with human resources planning, recruiting, performance management, and training and development of staff. Various tools and techniques will be presented to participants for implementation in their respective programmes. Organisations will gain increased employee motivation and productivity when they implement the various creative and innovative HR tools provided during this course.

### Benefits of Attending

- Build a human resources plan within a tobacco control programme
- Determine linkage between human capital development and project objectives
- Define the various jobs in a tobacco control programme
- Set clear goals and targets for staff
- Apply performance management principles to conduct appraisals
- Develop interviewing and staff selection skills
- Develop an induction programme for new staff
- Analyse performance needs and design training interventions.
- Manage staff grievances and issues of staff motivation in an effective manner
- Facilitate training programmes and conduct effective evaluations

Courses are conducted in English and Spanish with translations available in Arabic, Bahasa, and Mandarin for select countries.

### Who Should Attend

Middle-to senior-level managers working in tobacco control and other public health programs who oversee administrative aspects of programme development and implementation. Professionals from a variety of backgrounds may also benefit from this course, including physicians, counselors, educators, planners, financial officers and Human Resources Personnel.