



MANAGEMENT DEVELOPMENT & PRODUCTIVITY INSTITUTE

INPLANT COURSE TIMETABLE



COURSE TITLE: HUMAN RESOURCE MANAGEMENT
CLIENT: GHANA SHIPPERS' AUTHORITY
PERIOD: 10TH AUGUST – 14TH AUGUST, 2026
COURSE COORDINATOR: ISAAC ODOOM (MR.)

FIVE DAYS

TIME	MONDAY, 10 TH AUGUST 2026	FACILITATOR
09:00 - 10:00 A.M	Course Opening and Programme Overview	AKC/IO
10:00 - 10:30 A.M	Snack break	
10:30 - 01:00 P.M	Overview of Human Resource Management	AKC
01:00 - 01:15 P.M	Stretch break	
01:15 - 02:30 P.M	Overview of Human Resource Management	AKC
02:30 P.M	Lunch	(Joint HR, OM, ML)
TIME	TUESDAY, 11 TH AUGUST 2026	
09:00 - 10:00 A.M	Work Ethics & Professionalism	IO
10:00 - 10:30 A.M	Snack/Coffee Break	
10:30 - 01:00 P.M	Work Ethics & Professionalism	IO
01:00 - 01:15 P.M	Stretch Break	
01:15 - 02:30 P.M	Internal Customer Care	IO
02:30 P.M	Lunch	(Joint HR & OM)
TIME	WEDNESDAY, 12 TH AUGUST 2026	
09:00 - 10:00 A.M	Effective Delegation	IO
10:00 - 10:30 A.M	Snack/Coffee Break	
10:30 - 01:00 P.M	Effective Delegation	IO
01:00 - 01:15 P.M	Stretch Break	
01:15 - 02:30 P.M	Teambuilding and Working	IO
02:30 P.M	Lunch	(Joint HR & ML)
TIME	THURSDAY, 13 TH AUGUST 2026	
09:00 - 10:00 A.M	Performance Management	JY
10:00 - 10:30 A.M	Snack/Coffee Break	
10:30 - 01:00 P.M	Performance Management	JY
01:00 - 01:15 P.M	Stretch Break	
01:15 - 02:30 P.M	Training & Development	JY
02:30 P.M	Lunch	(Joint HR & ML)
TIME	FRIDAY, 14 TH AUGUST 2026	
09:00 - 10:00 A.M	Human Resource Planning & Employment	IO
10:00 - 10:30 A.M	Snack break	
10:30 - 11:30 A.M	Human Resource Planning & Employment	IO
11:30 - 01:00 P.M	Discipline & Counselling	IO
01:00 P.M	Course Evaluation / Closing Refreshment /Lunch	AKC/IO