

Registration

PRACTICAL ARRANGEMENTS



KINGSTON

HOW TO BECOME AN EMPLOYER OF CHOICE

"Aligning your Organization with International "Best Practices"

February 11, 2010

Name of Participant(s)	Position
_____	_____
_____	_____
_____	_____
_____	_____

Company _____

Branch _____

Address _____

Telephone _____ Fax _____

Email _____

Type of Payment

() Cash () Cheque

S _____

Contact Person

Name _____

Title _____

Location _____

Authorized Signature _____

Company Stamp/Seal

Date _____

The Fee per Participant (inclusive of Coffee Break & Lunch), is as follows:

ALL Participants: \$10,000.00

(Please add GCT)

Early indication of vegetarian meal is required.

NB: In order to secure registration, completed registration forms and cheques must reach the Secretariat of the Federation, at least one (1) week prior to the start of the workshop OR LATEST by the first day of the workshop.

Companies registering five (5) or more participants, will be eligible for a five percent (5%) discount.

JEF reserves the right to withdraw or postpone a scheduled course/workshop/seminar if the registration is insufficient for a participation level consisting fifteen (15) participants. In this event, JEF will notify and refund all fees to registered participants.

Cancellation of registration will attract the following penalties:

1. Up to 3 working days prior to the seminar/workshop, NO Penalty.
2. Two working days prior to the Workshop or Seminar - \$1,000 plus 25% of the cost.
3. One working day prior to the Workshop or Seminar - \$1,000 plus 50% of the cost.
4. Cancellation on the day of the Workshop or Seminar - 100% of the cost.

Certificates of participation will be sent to companies for distribution to participants.

For further information, contact:

The Secretariat
 The Jamaica Employers' Federation
 2A Ruthven Road, Kingston 10
 Tel.: (876) 926-6762, 5524, 6908
 Fax: (876) 968-4576
 E-mail: info@jamaicaemployers.com

Presents

A One day workshop

on

HOW TO BECOME AN EMPLOYER OF CHOICE

"Aligning your Organization with International "Best Practices"



February 11, 2010

8:30 am - 4:30 pm

Presented by
 Jamaica Employers' Federation
 at JEF Training Centre
 2a Ruthven Road
 Kingston 10

PURPOSE

A good employee is as much sought after as a good employer. When both meet, one is most likely to find a world-class company that stands out well above the average. For this reason, employers compete to attract the best employees. It is the aim of this Workshop to provide insights on how to become an employer of choice.

WHO SHOULD ATTEND

CEOs, Heads of Department, Project & Operations Managers, HR Practitioners, Administrative Officers

TOPICS TO BE COVERED

1. What it means to be an Employer of Choice
2. What is the Employer of Choice award
3. Eligibility
 - > The Application process
 - > Verification
 - > Review
 - > Feedback
4. Categories of measure
5. Methodology and process flow
6. The survey
7. The top nine (9) Criteria and factors
8. Benefits to be derived
9. Confidentiality
10. Method of assessment
11. Outputs and deliverables
12. Alignment

Registration	8:30 am - 9:00 am
Coffee Break	10:15 am – 10: 30 am
Lunch	12:30 pm – 1:30 pm

HOW WILL YOU BENEFIT

1. Understand the nature, prestige and scope of the Employer of Choice Competition and Award
2. Become integrally involved in, and ensure, organizational compliance
3. Aligned “Best Practices”
4. Better relate to the Company’s focus on Policy development and Staff satisfaction