



Mikensy Consulting  
Limited

PRESENTS A 2 DAY OPEN-COURSE TRAINING ON

## EFFECTIVE EMPLOYEE UTILIZATION FOR IMPROVED PERFORMANCE AND PRODUCTIVITY

### COURSE OVERVIEW

Employee utilization refers to the amount of an employee's working time that is judiciously used on the job. On the other hand, employee productivity is defined as the amount of work that is completed within the allocated time.

A good employee utilization rate applicable for most modern enterprises and business should be approximately 80%. However, in our clime we have organizations recording less than 60% utilization rate. The purpose of this training thus - how to increase employee utilization rate for improved performance and productivity.

### COURSE OBJECTIVES

- Getting the best out of your employees
- Using current Human Resources to achieve more
- Engendering team spirit among staff
- Creating a positive working environment
- Building effective work synergies at the workplace among others

### TRAINING OUTCOMES

- Participants should know how to demand performance from their team
- Know what to measure and how to measure it
- Improve performance and productivity at the same time
- Ensuring that staff are more engaged as much as they are satisfied
- Teamwork and team cohesion become important to everyone

### TRAINING FACILITATOR



#### MR. MIKE OSIKOYA

**(FCA, FCIB, AIPM, ACCA, MBA, MSc)**

Mr. Osikoya is a Fellow Chartered Accountant, Associate Chartered Banker

## **COURSE CONTENTS**

### **DAY 1**

1. What is Human Resources and Human Resource Utilization?
2. What is Effectiveness and how is it different from Efficiency?
3. What is Business Performance and how do we measure business performance?
4. What is Productivity and employee productivity?
5. Benefits of Employee Utilization
6. What is Employee satisfaction and employee engagement?
7. Three types of staff in an organization - Engaged, Not Engaged and Actively Disengaged
8. What are the Factors Influencing Employee Performance?

### **DAY 2**

1. Why track employee utilization
2. Relationship Between Employee Productivity and Business Performance
3. Team work and Team cohesion and benefits of team work
4. Why is Employee Engagement Important?
5. How to become a 21st Century manager and leader
- 6 .10 Key Drivers of Employee Engagement

and a member of the Institute of personnel management of Nigeria.

He holds a Master's Degree in Business Administration with Financial Management Option from the Lagos State University – Nigeria. He has over twenty (20) years in Financial Management with some leading multi-national organizations. He spent Fourteen (14) years of his working careers with the Banking Industry both in Ghana and Nigeria. He resigned as Chief Finance Officer of one of the commercial banks in Ghana. Before then, he was a Divisional Head, Financial Control & Business Development in one of the leading commercial banks in Ghana He attended some international courses on Strategic Financial Management with some leading organizations like London Management Centre (LMC) UK and Marcus Evans in South Africa. He is married with children.

## **WORKSHOP DETAILS**

**WORKSHOP FEE:** GHc 1,400 (includes Training materials, Certificates, Snacks, and Lunch)

**VENUE:** Crystal Palm Hotels 2 Tesano, Accra

**DATE:** 9th and 10th May 2023

**TIME:** 8.00am - 4.00pm daily

## **FOR BOOKING & PARTICIPATION:**

**CALL: Vera 024 220 4328**

**Sandra 024 618 3038; Charles 024 179 8363**

**Daniel 050 316 4078**

## **FOR MORE INFORMATION CONTACT**

**MIKENSY CONSULTING LIMITED**

Hse No. 3 Abeashi Street, Off George

7. Time Management and how to eliminate time wasters

8. Setting KPIs and Balanced scorecard for functional areas.

### **WHO SHOULD ATTEND**

- HR Managers
- Line Managers
- Business Leaders and Departmental Heads

Walker Bush (N1) Highway. Opposite Fidelity Bank, Near RST Company

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