

We know that we will be hearing from you soon, as you access our services so that you can begin enjoying:

- Improved Efficiency
- Greater Customer Satisfaction
- More Satisfied Employees
- More Productive Employees
- Higher Return on Investment

HOW THE LEARNING & HRD DEPARTMENT WORKS

Information on schedule of seminars, workshops, courses and consultancy services is available from the Annual Training Calendar and other promotional material available through the media, via the internet and at the Head Office.

Seminars

- Nominations for participation in seminars are submitted by companies or individual clients
- The JEF Sales staff contact companies to introduce courses and register participants
- Seminars are conducted on site, off site or at a location of choice
- Certificates are presented to participants upon successful completion of our course(s).

Consultancy Services

- Contact is made with organizations to ascertain HRD consultancy needs
- An appointment is scheduled for in-house or office visit
- A consultant is appointed to work with the member organization for the duration of the project.



For more information on this JEF Department and rates at which you can access our services, contact:

The Manager – Learning & Human Resource Development Services

The Jamaica Employers' Federation, 2A Ruthven Road, Kingston 10.

Telephone: (876) 926-6762, 926-5524, 926-6908 & 906-8370.

Fax: (876) 968-4576

E-mail: jef@cwjamaica.com Website: www.jamaicaemployers.com



JEF
THE JAMAICA EMPLOYERS'
FEDERATION

“ Our activities are geared to help present and prospective members of the Jamaica Employers' Federation build a competent workforce ... and thereby gain and maintain a competitive advantage in the global arena... ”



Introducing
JEF'S
LEARNING &
HUMAN RESOURCE
DEVELOPMENT
SERVICES



An organization's people are among its most critical resources. With this in mind, our Learning & Human Resource Development (L&HRD) Services deliver products, services and technical assistance that enable our clients to build the type of competent workforce that will help them gain and maintain a competitive advantage in the global marketplace. We introduce to you the offerings of JEF's Learning & HRD Services:

Our Suite of SERVICES

Under the LEARNING aspect of our Department's operations, you are able to access the following learning opportunities for your organization's management and staff:

- Customized Training Courses
- Management Training Seminars & Workshops
- Leadership Seminars & Workshops
- Non-Management Training Seminars & Workshops
- Certificate Courses
- Business Conventions

How can our HRD CONSULTANCY services work for you?

"The synergy that exists between our various JEF departments which offer consultancy services enhances, both individually and collectively, the quality and impact of the services we provide"

Our Learning and Human Resource Development Services are among JEF's Departments that provide a range of consultancy services to the Federation's clientele. The excellent synergy that exists among these various departments means that the quality and impact of the services we provide, individually and collectively, are enhanced. This is equally true of our HRD Consultancy offerings – a roster that includes data on:

- HRD Policies & Practices
- Recruitment & Selection
- Performance Management Systems
- HR Information Systems
- Measurement of Training – Return On Investment.

Our CREDENTIALS... & HOW THEY BENEFIT YOU

JEF has a proven track record of providing top quality and innovative services to Jamaica's business sector. Here are some of the credentials found within the Learning and HRD Services that help the organization deliver the total product to its clients:

- We have a highly qualified, professional team with over 30 years combined training and experience at the local, regional and international levels ... and they are ready and able to provide solutions to your every Learning & HRD need
- We augment our own talent with gifted, professional trainers and consultants drawn from a wide cross-section of business enterprises – ensuring that "real-life" experiences are brought even more closely to bear on the training and consultancy intervention
- We design our Training courses to meet the needs of the changing global environment – thus enabling employers to create and maintain competitive advantage and be numbered among the "Employers of Choice" who can attract and retain suitably qualified employees
- We provide a state of the art, off-site training facility at JEF – allowing you to optimize the returns you receive from your training investment, by allowing your staff to give concentrated attention to the training we provide
- L&HRD also offers Customized Training Courses at your place of business or a venue of your choice – teaming your in-house training initiative with the valued-added brought by external professionals
- We make available Consultancy Services to help identify and resolve the human resources development deficiencies within the organizations
- We are ensuring the institutionalization of our training competence – and to thereby provide participants in our training programmes with a growth path into more advanced training through:
 - HEART Trust NTA certification of JEF as an Accredited Training Organization (ATO);
 - University Council of Jamaica accreditation for our short courses.