

PROFESSIONAL RESUME

SENYO M. ADJABENG

BSc Eng. CBA, C. Med/Arb, M. IHRP Gh.

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PERSONAL INFORMATION

- ◇ Date of Birth: April 08, 1978
- ◇ Sex: Male
- ◇ Marital Status: Single
- ◇ Nationality: Ghanaian
- ◇ Languages Proficiency: **English**, Ewe, Twi, Fante and Ga.

PROFESSIONAL PROFILE SUMMARY

A well-qualified professional with advanced credentials and skills in Human Resources and Industrial Relations Policy Development and Management, Training and Public Speaking. Proven results in productivity/performance improvement initiatives. Proactive member of the Institute of Human Resources Practitioners, Ghana (IHRP) and the Listed Mediators/Arbitrators of the National Labour Commission. Quick learner in both independent and team-driven environments; disciplined and results oriented work ethic.

Competencies include:

- Strategic HR Planning and Leadership
- Project/Programme Development and Management
- Coaching/Training Trainers
- Workplace Conflict Management
- Application of Employment Relations Law (**Labour Act, 2003, Act 651**)
- Community Relations/Public Speaking
- Facilitation and Problem Solving

Equally strong qualifications in Engineering, General Management, Organizational Development and Alternative Disputes Resolution (ADR). Extensive hands-on expertise with success at identifying and resolving problems.

EDUCATIONAL BACKGROUND

April – June 2006

Post Graduate Certificate in Business Administration (CBA) – ‘Distinction’

GHANA INSTITUTE OF MANAGEMENT AND PUBLIC ADMINISTRATION (GIMPA),
Green Hill, Accra

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1998-2002:

BSc (Hons) Minerals Processing & Metallurgical Engineering

KWAME NKRUMAH UNIVERSITY OF SCIENCE & TECHNOLOGY (KNUST), Kumasi
(Institute of Mining and Minerals Engineering)

1994-1996:

Senior Secondary School Certificate (SSSCE)

ACHIMOTA SCHOOL, Ghana - Mathematical Sciences

PROFESSIONAL QUALIFICATIONS & MEMBERSHIPS

- **July, 2005, Certified Professional in Labour Mediation & Arbitration Practice, (C.Med/Arb.) - FEDERAL MEDIATION & CONCILIATION SERVICES, USA – auspices, NATIONAL LABOUR COMMISSION (NLC) - GHANA**
Qualification: Certified Mediator & Arbitrator listed with the NLC, Ghana – Class ‘B’
- **July – Nov 2004, Executive Diploma in Mediation & Arbitration Studies (HR & Industrial Relations Option) - MEDIATION TRAINING INSTITUTE (MTI), USA & GAMEY & GAMEY ACADEMY OF MEDIATION**
Qualification: Certified Labour Mediator/Arbitrator
- **Dec. 2004, Certified Professional & Trainer**
MEDIATION TRAINING INSTITUTE (MTI), Africa
- Member – Ghana Association of Certified Mediators and Arbitrators (GHACMA)
- Member – Institute of Human Resource Management Practitioners (IHRMP), Ghana

EXECUTIVE DEVELOPMENT PROGRAMMES

- **Feb 2008, Exclusive Economic Zone Management and Operations – Armed Forces Command and Staff College (GAFSC), Ghana**
- **Jun 2007, Change Management – GIMPA**
- **July 2007, Projects Management - GIMPA**
- **Feb 2006, Conflict Interventions in Ghana - Africa Centre for Conflict Resolution & Reconciliation (ACCORR)**
- **Nov 2005, Essentials of Organizational Development - Ibis, West Africa**

RESEARCH INTERESTS

- Diplomacy in Employment Relations
- Industrial Harmony and the role of Adjudicating Bodies in Ghana
- The effect of Enterprise-Based Unions on Organizational productivity
- Employment Relations in Ghana

- Innovation in Workplace Systems
- Alternative Disputes Resolution systems in Ghana
- Investigating Workplace Grievance and Disputes
- Human Resources Governance Model for Ghanaian Companies.

PROFESSIONAL WORK EXPERIENCE

Jan 2007 – to date...

JUDICIAL SERVICE OF GHANA

Judicial Reforms and Projects Unit

National Alternative Dispute Resolution (ADR) Coordinator

Role:

- **General administration of National ADR Programme**
- **Plan and Recruit Mediators nationwide, Coordinate Mediator Training and also Facilitate aspects of Mediator Training as Resource Person**
- **Prepare Pay Schedules for mediators on a monthly basis**
- **Support National ADR Committee with relevant information for appropriate advice on Programme implementation**
- **Liaise with other units of the Service to enhance ADR service delivery in the Judicial Service**
- **Answer enquiries on ADR from members of the Judiciary as well as the general public**
- **Liaise with the media to advocate the use of ADR in Ghana**

Nov 2004-Jan 2007:

GAMEY & GAMEY ACADEMY OF MEDIATION

Labour Mediator & Employment Relations Senior Executive

Role:

- **Development of Human Resources and Industrial Relations Solutions including workplace conflict management systems for clients etc.**
- **Liaising with clients and partners to monitor and evaluate ongoing consultancy programmes**
- **Leading & representing Clients in Negotiations and/or Mediation, including National Labour Commission jurisdictional processes.**
- **Developing Training Programmes in Industrial Relations and Human Resources as well as Coordinating such programmes**
- **Facilitating training programmes as Certified Trainer & Member of Training Team**

2003-2004:

BARCLAYS BANK GH. LTD.

Customer Advisor, British High Commission Visa Section

Role:

- **Customer / Client Relations for British High Commission visa processing**
- **Barclays Products Sales**

2002/2003

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Ghana Commercial Bank: National Service Scheme (Retain Banking – Ministries Branch)

SOME PUBLICATIONS

Daily Graphic

- The Ghanaian Industrial Relations Law (April 2007)
- Challenges Facing Trade Unions in Ghana (May 2007)
- Employee Redundancy (June 2007)
- Employment Relations Challenges Facing Employers in Ghana (September 2007)
- **Appropriate resolution of disputes for SMEs** – suggestions for Small Businesses in the use of Alternative Dispute Resolution Systems (2006)
- **Facilitated Negotiation** – an article about the new approach to labour negotiations in line with section 153 of Labour Act, 2003 (Act 651) (2005)

www.mediate.com (International website for ADR professionals) and CCH, Canada

- **Alternative Disputes Resolution in Ghana** (September 2007)
- **Labour Mediation and the Principle of neutrality (April 2006)** – an article about the challenges of staying completely neutral in the mediation process
- **Four Point strategy to taming your biases in labour Mediation** (August 2006) – talks about how to overcome biases in the mediation process as ADR professionals

INFORMATION TECHNOLOGY SKILLS

Operating Systems:

Windows XP series and Vista

Software Applications:

Microsoft Office/Vista Applications - Word, Excel, Power Point and Explorer and Internet Research applications, etc.

INTERESTS & HOBBIES

INDOORS

Reading, Music, Aerobics, Cooking, Fitness & Massage Therapy.

OUTDOORS

Jogging, Cycling and Beach Volley

REFERENCES

PROF. F.W. MOMADE
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