



PNGHRI

PAPUA NEW GUINEA HUMAN RESOURCE INSTITUTE

ANNUAL NATIONAL CONFERENCE

Day 2 Focus Area



International Development, Best Practice
Highlights and Personal Professional Viability

15, 16 and 17th May 2018



TOPIC 1:

UNITED NATIONS 17 SUSTAINABLE DEVELOPMENT GOALS

★ **Topic 1: United Nations 17** ★ **Sustainable Development Goals**



2000-2015 THE 8 MILLENNIUM DEVELOPMENT GOALS

THE MILLENNIUM DEVELOPMENT GOALS (MDGS) WERE THE EIGHT INTERNATIONAL DEVELOPMENT GOALS FOR THE YEARS 2000 TO 2015 THAT HAD BEEN ESTABLISHED FOLLOWING THE MILLENNIUM SUMMIT OF THE UNITED NATIONS IN 2000, FOLLOWING THE ADOPTION OF THE UNITED NATIONS MILLENNIUM DECLARATION.

ALL 191 UNITED NATIONS MEMBER STATES AT THAT TIME, AND AT LEAST 22 INTERNATIONAL ORGANIZATIONS, COMMITTED TO HELP ACHIEVE THE FOLLOWING MILLENNIUM DEVELOPMENT GOALS BY 2015.

★ Topic 1: United Nations 17 ★ Sustainable Development Goals



2000-2015 The 8 Millennium Development Goals

To help achieve the following Millennium Development Goals by 2015:

1. To eradicate extreme poverty and hunger
2. To achieve universal primary education
3. To promote gender equality and empower women
4. To reduce child mortality
5. To improve maternal health
6. To combat HIV/AIDS, malaria, and other diseases
7. To ensure environmental sustainability
8. To develop a global partnership for development

★ Topic 1: United Nations 17 ★ Sustainable Development Goals



In September 2015, the General Assembly adopted the 2030 Agenda for Sustainable Development that includes 17 Sustainable Development Goals (SDGs).

Building on the principle of “leaving no one behind”, the new Agenda emphasizes a holistic approach to achieving sustainable development for all.



GOAL 17: PARTNERSHIPS TO ACHIEVE THE GOAL



TOPIC 2: THE 30 UNIVERSAL HUMAN RIGHTS



THIS IS A SIMPLIFIED VERSION OF THE
30 ARTICLES OF THE UNIVERSAL
DECLARATION OF HUMAN RIGHTS.

★ TOPIC 2: THE 30 UNIVERSAL ★ HUMAN RIGHTS



THIS IS A SIMPLIFIED VERSION OF THE 30 ARTICLES OF
THE UNIVERSAL DECLARATION OF HUMAN RIGHTS.

1. **WE ARE ALL BORN FREE & EQUAL.** WE ARE ALL BORN FREE. WE ALL HAVE OUR OWN THOUGHTS AND IDEAS. WE SHOULD ALL BE TREATED IN THE SAME WAY.
2. **DON'T DISCRIMINATE.** THESE RIGHTS BELONG TO EVERYBODY, WHATEVER OUR DIFFERENCES.
3. **THE RIGHT TO LIFE.** WE ALL HAVE THE RIGHT TO LIFE, AND TO LIVE IN FREEDOM AND SAFETY.
4. **NO SLAVERY.** NOBODY HAS ANY RIGHT TO MAKE US A SLAVE. WE CANNOT MAKE ANYONE OUR SLAVE.
5. **NO TORTURE.** NOBODY HAS ANY RIGHT TO HURT US OR TO TORTURE US.

★ TOPIC 2: THE 30 UNIVERSAL ★ HUMAN RIGHTS. THIS IS A SIMPLIFIED VERSION OF



★ THE 30 ARTICLES OF THE UNIVERSAL DECLARATION OF HUMAN RIGHTS.

6. YOU HAVE RIGHTS NO MATTER WHERE YOU GO. I AM A PERSON JUST LIKE YOU!

7. WE'RE ALL EQUAL BEFORE THE LAW. THE LAW IS THE SAME FOR EVERYONE. IT MUST TREAT US ALL FAIRLY.

8. YOUR HUMAN RIGHTS ARE PROTECTED BY LAW. WE CAN ALL ASK FOR THE LAW TO HELP US WHEN WE ARE NOT TREATED FAIRLY.

9. NO UNFAIR DETAINMENT. NOBODY HAS THE RIGHT TO PUT US IN PRISON WITHOUT GOOD REASON AND KEEP US THERE, OR TO SEND US AWAY FROM OUR COUNTRY.

10. THE RIGHT TO TRIAL. IF WE ARE PUT ON TRIAL THIS SHOULD BE IN PUBLIC. THE PEOPLE WHO TRY US SHOULD NOT LET ANYONE TELL THEM WHAT TO DO.

TOPIC 2: THE 30 UNIVERSAL HUMAN RIGHTS.

THIS IS A SIMPLIFIED VERSION OF THE 30 ARTICLES OF THE UNIVERSAL DECLARATION OF HUMAN RIGHTS.

11. WE'RE ALWAYS INNOCENT TILL PROVEN GUILTY. NOBODY SHOULD BE BLAMED FOR DOING SOMETHING UNTIL IT IS PROVEN. WHEN PEOPLE SAY WE DID A BAD THING WE HAVE THE RIGHT TO SHOW IT IS NOT TRUE.

12. THE RIGHT TO PRIVACY. NOBODY SHOULD TRY TO HARM OUR GOOD NAME. NOBODY HAS THE RIGHT TO COME INTO OUR HOME, OPEN OUR LETTERS, OR BOTHER US OR OUR FAMILY WITHOUT A GOOD REASON.

13. FREEDOM TO MOVE. WE ALL HAVE THE RIGHT TO GO WHERE WE WANT IN OUR OWN COUNTRY AND TO TRAVEL AS WE WISH.

14. THE RIGHT TO SEEK A SAFE PLACE TO LIVE. IF WE ARE FRIGHTENED OF BEING BADLY TREATED IN OUR OWN COUNTRY, WE ALL HAVE THE RIGHT TO RUN AWAY TO ANOTHER COUNTRY TO BE SAFE.

15. RIGHT TO A NATIONALITY. WE ALL HAVE THE RIGHT TO BELONG TO A COUNTRY.

TOPIC 2: THE 30 UNIVERSAL HUMAN RIGHTS.

THIS IS A SIMPLIFIED VERSION OF THE 30 ARTICLES OF THE UNIVERSAL DECLARATION OF HUMAN RIGHTS.

16. MARRIAGE AND FAMILY. EVERY GROWN-UP HAS THE RIGHT TO MARRY AND HAVE A FAMILY IF THEY WANT TO. MEN AND WOMEN HAVE THE SAME RIGHTS WHEN THEY ARE MARRIED, AND WHEN THEY ARE SEPARATED.

17. THE RIGHT TO YOUR OWN THINGS. EVERYONE HAS THE RIGHT TO OWN THINGS OR SHARE THEM. NOBODY SHOULD TAKE OUR THINGS FROM US WITHOUT A GOOD REASON.

18. FREEDOM OF THOUGHT. WE ALL HAVE THE RIGHT TO BELIEVE IN WHAT WE WANT TO BELIEVE, TO HAVE A RELIGION, OR TO CHANGE IT IF WE WANT.

19. FREEDOM OF EXPRESSION. WE ALL HAVE THE RIGHT TO MAKE UP OUR OWN MINDS, TO THINK WHAT WE LIKE, TO SAY WHAT WE THINK, AND TO SHARE OUR IDEAS WITH OTHER PEOPLE.

20. THE RIGHT TO PUBLIC ASSEMBLY. WE ALL HAVE THE RIGHT TO MEET OUR FRIENDS AND TO WORK TOGETHER IN PEACE TO DEFEND OUR RIGHTS. NOBODY CAN MAKE US JOIN A GROUP IF WE DON'T WANT TO.

★ TOPIC 2: THE 30 UNIVERSAL ★ HUMAN RIGHTS.

★ THIS IS A SIMPLIFIED VERSION OF THE 30
ARTICLES OF THE UNIVERSAL DECLARATION OF HUMAN RIGHTS.

21. THE RIGHT TO DEMOCRACY. WE ALL HAVE THE RIGHT TO TAKE PART IN THE GOVERNMENT OF OUR COUNTRY. EVERY GROWN-UP SHOULD BE ALLOWED TO CHOOSE THEIR OWN LEADERS.

22. SOCIAL SECURITY. WE ALL HAVE THE RIGHT TO AFFORDABLE HOUSING, MEDICINE, EDUCATION, AND CHILDCARE, ENOUGH MONEY TO LIVE ON AND MEDICAL HELP IF WE ARE ILL OR OLD.

23. WORKERS' RIGHTS. EVERY GROWN-UP HAS THE RIGHT TO DO A JOB, TO A FAIR WAGE FOR THEIR WORK, AND TO JOIN A TRADE UNION.

24. THE RIGHT TO PLAY. WE ALL HAVE THE RIGHT TO REST FROM WORK AND TO RELAX.

25. FOOD AND SHELTER FOR ALL. WE ALL HAVE THE RIGHT TO A GOOD LIFE. MOTHERS AND CHILDREN, PEOPLE WHO ARE OLD, UNEMPLOYED OR DISABLED, AND ALL PEOPLE HAVE THE RIGHT TO BE CARED FOR.

★ TOPIC 2: THE 30 UNIVERSAL ★ HUMAN RIGHTS.

★ THIS IS A SIMPLIFIED VERSION OF THE 30
ARTICLES OF THE UNIVERSAL DECLARATION OF HUMAN RIGHTS.

26. THE RIGHT TO EDUCATION. EDUCATION IS A RIGHT. PRIMARY SCHOOL SHOULD BE FREE. WE SHOULD LEARN ABOUT THE UNITED NATIONS AND HOW TO GET ON WITH OTHERS. OUR PARENTS CAN CHOOSE WHAT WE LEARN.

27. COPYRIGHT. COPYRIGHT IS A SPECIAL LAW THAT PROTECTS ONE'S OWN ARTISTIC CREATIONS AND WRITINGS; OTHERS CANNOT MAKE COPIES WITHOUT PERMISSION. WE ALL HAVE THE RIGHT TO OUR OWN WAY OF LIFE AND TO ENJOY THE GOOD THINGS THAT ART, SCIENCE AND LEARNING BRING.

28. A FAIR AND FREE WORLD. THERE MUST BE PROPER ORDER SO WE CAN ALL ENJOY RIGHTS AND FREEDOMS IN OUR OWN COUNTRY AND ALL OVER THE WORLD.

29. RESPONSIBILITY. WE HAVE A DUTY TO OTHER PEOPLE, AND WE SHOULD PROTECT THEIR RIGHTS AND FREEDOMS.

30. NO ONE CAN TAKE AWAY YOUR HUMAN RIGHTS.



TOPIC 3:

THE 30 INTERNATIONAL LABOUR STANDARDS

★ TOPIC 3: THE 20 INTERNATIONAL LABOUR STANDARDS.

International labour standards are legal instruments drawn up by the ILO's constituents (governments, employers and workers) and setting out basic principles and rights at work.

They are either conventions, which are legally binding international treaties that may be ratified by member states, or recommendations, which serve as non-binding guidelines.

★ TOPIC 3: THE 20 INTERNATIONAL LABOUR STANDARDS.

1: Freedom of association, collective bargaining and industrial relations.

Workers and employers, without distinction whatsoever, have the right to establish and, subject only to the rules of the organization concerned, to join organizations of their own choosing for furthering and defending their interests without previous authorization

2: Forced labour

Forced or compulsory labour: all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered her or himself voluntarily.

3: Equality of opportunity and treatment.

Discrimination: any distinction, exclusion or preference made on the basis of race, colour, sex, religion, political opinion, national extraction or social origin (or such other ground as may be specified by the State concerned), which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation.

★ TOPIC 3: THE 20 INTERNATIONAL LABOUR STANDARDS.

★ 4: Elimination of child labour and the protection of children and young persons

Hazardous work: Any type of employment or work which by its nature or the circumstances in which it is carried out is likely to jeopardize the health, safety or morals of young persons. They are to be determined at the national level, after consultation with the organizations of employers and workers.

★ 5: Labour administration and inspection

The objective of Convention No. 81 is the establishment of a system of labour inspection responsible for securing the enforcement and bringing to the notice of the competent authority possible loopholes in existing legal provisions relating to conditions of work and the protection of workers in industrial workplaces, from which mining and transport enterprises may, however, be excluded.

★ 6: Tripartite consultation

Employers and workers should be represented on an equal footing on any bodies through which consultations are undertaken.

★ TOPIC 3: THE 20 INTERNATIONAL LABOUR STANDARDS.

★ 7: Employment policy and promotion

Convention No. 122 aims to stimulate economic growth based on full, productive and freely chosen employment. This policy has to be aimed at ensuring that: there is work for all who are available for and seeking work; such work is as productive as possible; there is freedom of choice of employment and opportunity for each worker to qualify for, and to use her or his skills and endowments in, a job for which she or he is well suited, irrespective of race, colour, sex, religion, political opinion, national extraction or social origin.

★ 8: Vocational guidance and training

Each State which ratifies the Convention has to adopt and develop policies and programmes of vocational guidance and vocational training, closely linked with employment, in particular through public employment services.

These policies and programmes must: take account of employment needs, opportunities and problems, the level of development of the country and its other economic, social and cultural objectives.

★ TOPIC 3: THE 20 INTERNATIONAL LABOUR STANDARDS.

★ 9: Social policy

The improvement of standards of living must be the principal objective in the planning of economic development. Measures have to be taken to secure minimum standards of living for independent producers and wage earners, account being taken of their essential family needs, including food, housing, clothing, medical care and education.

10: Wages

The objective of Convention No. 95 is to guarantee the payment of wages in full and in a timely manner. Wages: remuneration or earnings, however designated or calculated, capable of being expressed in terms of money and fixed by mutual agreement or by national laws or regulations.

Minimum wage: minimum sum payable to a worker for work performed or services rendered, within a given period, whether calculated on the basis of time or output, which may not be reduced either by individual or collective agreement, which is guaranteed by law and which may be fixed in such a way as to cover the minimum needs of the worker and his/her family, in the light of national economic and social conditions.

★ TOPIC 3: THE 20 INTERNATIONAL LABOUR STANDARDS.

★ 11: Working time

Normal hours of work should not exceed 40 per week. Under certain conditions, this standard may be applied as an average over a maximum period of four weeks. Normal hours of work should not exceed eight per day as an average. When normal weekly hours of work are unevenly distributed over the various days of the week, the normal hours of work should not exceed ten per day.

12: Occupational safety and health

Occupational health services: services entrusted with essentially preventive functions and responsible for advising the employer, the workers and their representatives in the enterprise on:

- the requirements for establishing and maintaining a safe and healthy working environment;
- the adaptation of work to the physical and mental capabilities of workers.

★ TOPIC 3: THE 20 INTERNATIONAL LABOUR STANDARDS.

★ 13: Social security

The Convention aims at ensuring a minimum level of protection in the following nine branches of social security:

- a) medical care;
- b) sickness benefit;
- c) unemployment benefit;
- d) old-age benefit;
- e) employment injury benefit;
- f) family benefit;
- g) maternity benefit;
- h) invalidity benefit;
- i) survivors' benefit.

★ TOPIC 3: THE 20 INTERNATIONAL LABOUR STANDARDS.

★ 14: Maternity protection

All women to whom Convention No. 183 applies must, on production of a medical certificate or other appropriate certification, be entitled to a period of maternity leave of not less than 14 weeks. Recommendation No. 191 advocates the prolongation of maternity leave up to 18 weeks and its extension in the event of multiple births.

This leave must include a period of six weeks compulsory leave after childbirth, unless otherwise agreed at the national level by the government and the representative organizations of employers and workers. The prenatal portion of maternity leave has to be extended by any period elapsing between the presumed date and the actual date of childbirth. In case of illness, complications or risk of complications arising out of pregnancy or childbirth, additional leave must be granted.

TOPIC 3: THE 20 INTERNATIONAL LABOUR STANDARDS.

15: Seafarers

The Convention provides comprehensive coverage of almost all the subjects dealt with by the existing maritime labour Conventions, including minimum age, hours of work and rest, annual leave, seafarers' employment agreements, repatriation, medical care, accommodation standards, social protection and establishes an important new compliance and enforcement system involving complementary flag State, port State and labour supplying State responsibilities;

16: Fishers

Ensure that the minimum age for work on board a fishing vessel shall be 16 years.

Ensure fishing vessels are sufficiently and safely manned, and that fishers are given regular periods of rest of sufficient length to ensure safety and health;

★ TOPIC 3: THE 20 INTERNATIONAL LABOUR STANDARDS.

★ 17: Dock work

The objective of Convention No. 152 is the protection of dockworkers against any risk of accident or injury to health. Dock work: the work of loading or unloading any ship as well as any work incidental thereto.

★ 18: Migrant workers

Migrant for employment: a person who migrates from one country to another with a view to being employed otherwise than on her or his own account. The term includes any person regularly admitted as a migrant for employment. The Convention does not apply to:

- frontier workers;
- short-term entry of members of the liberal professions and artistes; and
- seafarers.

★ TOPIC 3: THE 20 INTERNATIONAL LABOUR STANDARDS.

★ 19: Indigenous and tribal peoples

Indigenous and tribal peoples must enjoy the full measure of human rights and fundamental freedoms without hindrance or discrimination. No form of coercion may be used against them in violation of these rights and freedoms. Special measures have to be adopted as appropriate for safeguarding the persons, institutions, property, labour, cultures and environment of these peoples. These measures must not prejudice their enjoyment of the general rights of citizenship, without discrimination.

★ 20: Particular categories of workers

- Plantation: any agricultural enterprise regularly employing hired workers
- Nursing personnel: all categories of persons providing nursing care and nursing services.
- Hotels and similar establishments providing lodging; restaurants and similar establishment providing food, beverages or both.
- Home work: work carried out by a person: in his or her home or in other premises of his or her choice, other than the workplace of the employer for remuneration;



TOPIC 4:



**THE FUNDAMENTALS OF
DEMOCRACY**

Topic 4: Fundamentals of Democracy

Below are some of the meanings that have been associated with the concept of democracy:

- ✦ A system of rule by the poor and disadvantaged;
- ✦ A form of government in which the people rule themselves directly and continuously, without the need for professional politicians or public officials;
- ✦ A society based on equal opportunity and individual merit, rather than hierarchy or privilege;
- ✦ A system of welfare and redistribution aimed at narrowing social inequalities;
- ✦ A system of decision-making based on the principle of majority rule;
- ✦ A system of rule that protects the rights and interests of minorities by placing checks upon the power of the majority;
- ✦ A means of filling public offices through a competitive struggle for the popular vote;
- ✦ A system of government that serves the interests of the people regardless of their participation in political office.

Topic 4: Fundamentals of Democracy

Principles of Modern Democratic Rule

These are sometimes referred to as the pillars, tenets, or principles of democratic rule. They differentiate democratic rule from any other types of government. Any democracy around the world can be evaluated on the basis of these principles. They include:

1. Citizen participation:

This means that citizens are part and parcel of what happens in their society or country. The citizens are part of the decision-making process on matters that affect them. Communication is a two-way consultative process, i.e. bottom-up as well as top-bottom before any decision is reached.

Topic 4: Fundamentals of Democracy

2.Equality:

This means equality before the law, equality of opportunity in the realisation of individual capacities without regard to one's race, gender, ethnic background, religion or whatsoever.

3.Political tolerance:

This means the ruling masses are mindful and respectful of the interests of the minority. While there may be differences between the people by way of race, religion, descent and culture they rise above such differences and give room for discussion, debate and accommodation of different viewpoints.

Topic 4: Fundamentals of Democracy

4. Accountability:

This is when elected leaders or public officials have to answer to the common citizens regarding their actions, decisions or indecisions during the time they are or were occupants of the public offices. Those found to be performing to the required standards are rewarded by their continued stay in office while those found to be lacking in one way or another are punished.

5. Transparency: To be transparent means that leaders allow for public scrutiny of what they do while in public office. The citizens are allowed to attend public meetings and are free to obtain information on what happens in public offices, who makes what decisions and why. Transparency is a step towards accountability.

Topic 4: Fundamentals of Democracy

6.Regular, free and fair elections: Regular elections ensure that the citizens are not stuck with bad leadership but that they have the opportunity to throw out incompetent leaders through free and fair elections. Free and fair elections give the citizens a chance to elect a leader of their choice as opposed to rigging elections that return often unwanted leaders to power.

7.Economic freedom: Economically handicapped citizens are the ones prone to all types of abuses as they lack the economic base to meet the basic necessities of life. As a result, they are the ones often bribed with the smallest of gifts during elections, the consequences of which are often adverse, such as returning corrupt and morally bankrupt leaders to power. Economic independence creates the foundation on which the citizens become vibrant and thus able to call their leaders to account for their actions or inaction.

Topic 4: Fundamentals of Democracy

8. Control of the abuse of power: Any government without checks and balances on its powers is likely to abuse those powers. The most common form of abuse of power is corruption by government officials. Control of abuse of power can be achieved through a number of ways, i.e. by way of **separation of powers** of the three arms of government – the legislature, executive and the Judiciary – and by ensuring the independence of the three. Another way is by creation of institutions such as the government ombudsman, which watches over the performance of government officials in relation to the agreed standards and ethics.

9. Bill of rights: This imposes controls on government powers in a bid to protect the citizens from abuse by heavy-handed leaders. As such, the bill of rights seeks to protect the rights and freedoms of the citizens by way of ensuring that this protection is enshrined in the constitution of a given country.

Topic 4: Fundamentals of Democracy

10. A culture of accepting the results of elections: Once free and fair elections are held and a winner clearly emerges, the loser of the elections should without resistance evacuate office and hand over the instruments of power to the winner. However, it is also important that once voted into power, the leaders should rule for the benefit of all citizens regardless of the fact that some did not vote for them.

11. Human rights: Unlike dictatorships, democracies strive to protect the rights and freedoms of their citizens from abuse. These rights include the right to life, the right to own property, the freedom of expression, the freedom to associate, and the freedom to assemble, among others.

Topic 4: Fundamentals of Democracy

12. Multi-party system: A multiparty system is a set-up where there are more than two political parties contesting for power. The reasons for having multiple parties in a democracy are: to widen the pool for choice of the best candidate for political office; to offer alternative views to the government of the day as a result of the existence of an opposition; and to enable the opposition to act as a check on those in political office. One-party systems lead to a lack of alternatives for the citizens and concentration of powers and have often led to dictatorships.

13. Neutrality of state institutions: State institutions such as the police and the army should be neutral and not take sides or be politically partisan.

14. Rule of law: This implies that no one is above the law and requires that all citizens observe the law and are held accountable if they break it. The due process of law requires that the law should be equally, fairly and consistently enforced. The rule of law ensures law and order and the protection of citizens as they enjoy their rights.



TOPIC 5:



**PRINCIPLES OF
CAPITALISM**

★ ★ ★ Topic 5: Principles of Capitalism ★ ★ ★

Capitalism is "production for exchange" driven by the desire for personal accumulation of money receipts in such exchanges, mediated by free markets. The markets themselves are driven by the needs and wants of consumers and those of society as a whole.

In general, capitalism as an economic system and mode of production can be summarised by the following.

Capital accumulation: Production for profit and accumulation as the implicit purpose of all or most of production, constriction or elimination of production formerly carried out on a common social or private household basis.

Commodity production: Production for exchange on a market; to maximise exchange-value instead of use-value.

Private ownership of the means of production:

High levels of wage labour.

The investment of money to make a profit.

The use of the price mechanism to allocate resources between competing uses.

★ ★ ★ Topic 5: Principles of Capitalism

★ 1. Two-class system:

Historically a capitalist society was characterized by the split between two classes of individuals—the capitalist class, which owns the means for producing and distributing goods (the owners) and the working class, who sell their labor to the capitalist class in exchange for wages. The economy is run by the individuals (or corporations) who own and operate companies and make decisions as to the use of resources. But there exists a “division of labor” which allows for specialization, typically occurring through education and training, further breaking down the two-class system into sub-classes (e.g., the middle class).

★ 2. Profit motive:

Companies exist to make a profit. The motive for all companies is to make and sell goods and services only for profits. Companies do not exist solely to satisfy people's needs. Even though some goods or services may satisfy needs, they will only be available if the people have the resources to pay for them.

★ ★ ★ Topic 5: Principles of Capitalism ★ ★ ★

★ 3. Minimal Government Intervention:

Capitalist societies believe markets should be left alone to operate without government intervention. However, a completely government-free capitalist society exists in theory, only. Even in the United States--the poster child for capitalism, the government regulates certain industries, such as the Dodd-Frank Act for financial institutions. By contrast, a purely capitalist society would allow the markets to set prices based on demand and supply for the purpose of making profits.

★ 4. Competition:

True capitalism needs a competitive market. Without competition, monopolies exist, and instead of the market setting the prices, the seller is the price setter, which is against the conditions of capitalism.

★ ★ ★ Topic 5: Principles of Capitalism

★ 5. Willingness to change:

The last characteristic of capitalism is the ability to adapt and change. Technology has been a game changer in every society, and the willingness to allow change and adaptability of societies to improve inefficiencies within economic structures is a true characteristic.

6. The Bottom Line

Capitalism in its purest form is a society in which the market sets prices for the sole purpose of profits and any inefficiency or intervention that reduces profit making will be eliminated by the market.



TOPIC 7:

**INTERNATIONAL
FINANCIAL REPORTING
STANDARDS (IFRS)**



★ ★ ★ TOPIC 7: INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)

IFRS is designed as a common global language for business affairs so that company accounts are understandable and comparable across international boundaries.

They are a consequence of growing international shareholding and trade and are particularly important for companies that have dealings in several countries.

They are progressively replacing the many different national accounting standards. They are the rules to be followed by accountants to maintain books of accounts which are comparable, understandable, reliable and relevant as per the users internal or external.

★ ★ ★ TOPIC 7: INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) ★ ★ ★

The objective of financial statements is to provide information about the financial position, financial performance and cash flows of an entity that is useful to a wide range of users in making economic decisions. Financial statements also show the results of the management's stewardship of the resources entrusted to it.

To meet this objective, financial statements provide information about an entity's:

- a. assets;
- b. liabilities;
- c. equity;
- d. income and expenses, including gains and losses;
- e. contributions by and distributions to owners in their capacity as owners; and
- f. cash flows.

★ ★ ★ TOPIC 7: INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) ★ ★ ★

1 **Fair presentation and compliance with IFRS:**

Fair presentation requires the faithful representation of the effects of the transactions, other events and conditions in accordance with the definitions and recognition criteria for assets, liabilities, income and expenses set out in the Framework of IFRS.

2 **Going concern:**

Financial statements are present on a going concern basis unless management either intends to liquidate the entity or to cease trading, or has no realistic alternative but to do so.

★ ★ ★ TOPIC 7: INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)

3 **Accrual basis of accounting:**

An entity shall recognise items as assets, liabilities, equity, income and expenses when they satisfy the definition and recognition criteria for those elements in the Framework of IFRS.

4 **Materiality and aggregation:**

Every material class of similar items has to be presented separately. Items that are of a dissimilar nature or function shall be presented separately unless they are immaterial.

TOPIC 7: INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)

5 Frequency of reporting:

IFRS requires that at least annually a complete set of financial statements is presented. However listed companies generally also publish interim financial statements (for which the accounting is fully IFRS compliant) for which the presentation is in accordance with IAS 34 Interim Financial Reporting.

6 Comparative information:

IFRS requires entities to present comparative information in respect of the preceding period for all amounts reported in the current period's financial statements. In addition, comparative information shall also be provided for narrative and descriptive information if it is relevant to understanding the current period's financial statements.

★ ★ ★ TOPIC 7: INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) ★ ★ ★

7. Consistency of presentation:

IFRS requires that the presentation and classification of items in the financial statements is retained from one period to the next.

8. Qualitative characteristics of financial information

- Relevance
- Faithful representation
- Comparability
- Verifiability
- Timeliness
- Understandability



TOPIC 8:

**PREDICTIONS FOR THE
NEXT 100 YEARS**

★ TOPIC 8: PREDICTIONS FOR THE NEXT ★ 100 YEARS ★ 2012—2022

1. People will be fluent in every language. With DARPA and Google racing to perfect instant translation, it won't be long until your cell phone speaks Swahili on your behalf.

2. Software will predict traffic jams before they occur. Using archived data, roadside sensors, and GPS, IBM has come up with a modelling program that anticipates bumper-to-bumper congestion a full hour before it begins. Better yet, the idea proved successful in early tests—even on the Jersey Turnpike.

3. Climate-controlled jackets will protect soldiers from extreme heat and cold. The secret to all-weather clothing, according to former MIT student Kranthi Vistakula, is Peltier plates, which can be used to warm you up or cool you down by sending an electric current across the junction between two different metals. U.S. soldiers have put the lightweight tech to the test. So have soldiers in India. Based on early reviews, it won't be long until others enlist.

★ TOPIC 8: PREDICTIONS FOR THE NEXT ★ 100 YEARS ★ 2012—2022

4.Nanoparticles will make chemotherapy far more effective. By delivering tiny doses of cisplatin and docetaxel right to cancerous cells, the mini messengers will significantly reduce the pain and side effects of today's treatments.

5.Electric cars will roam (some) highways. In a few years, highways will be lined with fast-charging stations—each no more than 60 miles apart.

6.Athletes will employ robotic trainers. Picture a rotor-propelled drone that tracks a pattern on your T-shirt with an onboard camera. Now imagine it flying in front of you at world-record pace. That's just the start—a simple concept developed by researchers in Australia.

7.Bridges will repair themselves with self-healing concrete. Invented by University of Michigan engineer Victor Li, the new composite is laced with microfibers that bend without breaking. Hairline fractures mend themselves within days when calcium ions in the mix react with rainwater and carbon dioxide to create a calcium carbonate patch.

★ ★ TOPIC 8: PREDICTIONS FOR THE NEXT 100 YEARS

★ ★ 2012—2022

8. Digital "ants" will protect the U.S. power grid from cyber attacks. Programmed to wander networks in search of threats, the high-tech sleuths in this software, developed by Wake Forest University security expert Errin Fulp, leave behind a digital trail modelled after the scent streams of their real-life cousins. When a digital ant designed to perform a task spots a problem, others rush to the location to do their own analysis. If operators see a swarm, they know there's trouble.

9. Scrolls will replace tablets. Researchers have already reproduced words and images on thin plastic digital displays. If they want those displays to compete with the iPad, they need to fine-tune the color and refine the screens so you can put your feet up and watch LeBron throw down on YouTube.

10. YOUR CAR WILL BE TRULY CONNECTED

It will communicate with traffic lights to improve traffic flow. It will interact with other vehicles to prevent accidents. It will let you drag and drop a playlist from your home network. It will find the gas station with the deepest discount and handle the payment. It will notify you when someone dents your door and supply footage of the incident.

★ TOPIC 8: PREDICTIONS FOR THE NEXT ★ 100 YEARS ★ 2012—2022

11. Your genome will be sequenced before you are born. Researchers led by Jay Shendure of the University of Washington recently reconstructed the genome of a fetus using saliva from the father and a blood sample from the mother (which yielded free-floating DNA from the child). Blood from the umbilical cord later confirmed that the sequencing was 98 percent accurate. Once the price declines, this procedure will allow us to do non-invasive prenatal testing.

12. Radiation sickness will be cured by injection. Thanks to interest from the Department of Defense, several treatment options are now vying for FDA approval. In clinical trials, one of them, Ex-Rad, has not only prevented long-term cell damage but also promoted bone marrow recovery.

★ TOPIC 8: PREDICTIONS FOR THE NEXT ★ 100 YEARS ★ 2012—2022

13. That car part you need will be sculpted inside a 3D printer. Dentists are already using this modern tech wonder to transform laser scans of your mouth into custom-fit appliances for your teeth. But that's a fraction of what the machine can do. When a 3D printer costs the same as, say, an HDTV, you will use one of your own to download all sorts of useful things, marvelling as it creates each item layer by layer from plastic, rubber, titanium—you name it. Just imagine your future self-printing a birthday cake, a Rolex, or a catalytic converter for the car. In time you'll even be able to download prescription medicine.

14. Drugs will be tested on "organ chips" that mimic the human body. Now undergoing trials in 15 research institutions, the new silicon chips feature channels that house living kidney or lung cells, above. Simulated blood and oxygen flow allows them to mirror the actions of real organs, reducing the need for animal testing and speeding up drug development—in the midst of a pandemic, that would be crucial.

★ TOPIC 8: PREDICTIONS FOR THE NEXT ★ 100 YEARS ★ 2012—2022

15. Passwords will be obsolete. IBM says it will happen in five years. Who are we to disagree? Apple and Google are designing face-recognition software for cell phones. DARPA is researching the dynamics of keystrokes. Others are looking into retinal scans, voiceprints, and heartbeats.

16. Car tires will be brewed by bacteria. Isoprene—a key ingredient in rubber—is produced naturally by many plants but not at great enough volume to keep pace with the world's demand for tires. It can also be extracted from oil. But biotech firm Genencor has engineered Ecoli microbes that produce gobs of the stuff as a by-product of metabolizing plant sugars. Goodyear, a partner in the study, is already testing prototypes of these bio-isoprene tires.

17. Self-cleaning buildings will help us fight smog. When sunlight strikes their aluminum skin, a titanium dioxide coating releases free radicals, which break down the grime and convert toxic nitrogen oxide molecules in the air into a harmless nitrate. Everything washes away in the rain.

★ TOPIC 8: PREDICTIONS FOR THE NEXT ★ 100 YEARS ★ 2012—2022

18. Your clothes will clean themselves too. Engineers in China have developed a titanium dioxide coating that helps cotton shed stains and eliminate odor-producing bacteria. To revive your lucky shirt after a night of poker, you need only step into the sun.

19. Drones will protect endangered species. Guarding at-risk animals from poachers with foot patrols is expensive and dangerous. This summer rangers in Nepal's Chitwan National Park previewed a savvy solution: Hand-launched drones armed with cameras and GPS provided aerial surveillance of threatened Indian rhinos.

20. Data will be measured in zettabytes. According to the International Data Corporation, the volume of digital content created on the planet in 2010 exceeded a zettabyte for the first time in history. By the end of this year, the annual figure will have reached 2.7 zettabytes. What exactly does a zettabyte look like? Well, if each byte were a grain of sand, the sum total would allow you to build 400 Hoover Dams.

★ TOPIC 8: PREDICTIONS FOR THE NEXT ★ 100 YEARS ★ 2012—2022

21. Rescuers will use electronic noses to locate disaster

victims. Some devices will use an array of sensors to rapidly detect carbon dioxide, ammonia, and acetone released into the rubble via breath, sweat, and skin. Others sniff out chemical compounds from human remains buried 3 feet underground. All keep working long after the dogs have retired to their kennels.

22. Genetic testing will be used to halt epidemics. A year ago, investigators at the National Human Genome Research Institute teamed with doctors in Maryland to track the outbreak of a deadly bacterial infection. The big breakthrough? Real-time genome sequencing, which helped them identify minute mutations in the microbe, determine how it spread, and quickly stop it.

23. Vaccines will wipe out drug addiction. The human immune system is supremely adept at detecting and neutralizing foreign substances. Why not train it to target illicit ones? That's the idea behind addiction vaccines: Persuade the body to produce antibodies that shut down drug molecules before they get to the brain. The concept works in mice. Human trials are under way.

★ TOPIC 8: PREDICTIONS FOR THE NEXT ★ 100 YEARS ★ 2012—2022

24. Smart homes will itemize electric, water, and gas bills by fixture and appliance. Shwetak Patel, a 30-year-old MacArthur Fellow, is working on low-cost sensors that monitor electrical variations in power lines to detect each appliance's signature. He has already used pressure changes to do the same for gas lines and water pipes. It's up to you to pinpoint where the savings lie.

25. Vegetarians and carnivores will dine together on synthetic meats. We're not talking about tofu. We're talking about nutritious, low-cost substitutes that look and taste just like the real thing. Twitter co-founder Biz Stone has already invested in Beyond Meat, which makes plant-based chicken strips so convincing they almost fooled New York Times food writer Mark Bittman.

★ TOPIC 8: PREDICTIONS FOR THE NEXT ★ 100 YEARS ★ 2023—2062

26.Contact lenses will grant us Terminator vision. When miniaturization reaches its full potential, achieving superhuman eyesight will be as simple as placing a soft lens on your eye. Early prototypes feature wirelessly powered LEDs. But circuits and antennas can also be grafted onto flexible polymer, enabling zooming, night vision, and visible data fields.

27.Checkups will be conducted by cellphone. The technology is no problem. Scientists are hard at work trying to perfect apps that can measure your heart and respiration rates, perform blood and saliva tests—even evaluate your cough. Question is how long will it take the medical industry to embrace them.

28.All 130 million books on the planet will be digitized.

In 2010 Google planned to complete the job by decade's end, but as of March it still had 110 million tomes to go, so we're adding wiggle room. You might use the time to shop for storage, because given today's options and the average size of an e-book (3 MB), you'll need 124 3-terabyte drives to carry the library of humanity with you. It won't fit into a backpack, but it's small enough to schlep in a hockey bag.

★ TOPIC 8: PREDICTIONS FOR THE NEXT ★ 100 YEARS ★ 2023—2062

29. Nurse Jackie will be a robot. By 2045, when seniors (60-plus) outnumber the planet's youth (15 and under) for the first time in history, hospitals will use robots to solve chronic staffing issues. Expect to find the new Nightingales lifting patients and pushing food carts. Engineers at Purdue University are thinking even bolder—designing mechanical scrub nurses that respond to hand gestures during surgery.

30. Supersonic jets will return—for good this time. The limit on supersonic flight is not one of engineering but of economics. Aircraft that break the speed of sound guzzle fuel, so new jet engines will have to be efficient. One solution—the pulse detonation engine, which uses a fuel–air mixture—was tested at the Mojave Air & Space Port in 2008. By 2030 a successor will power that fabled 2-hour hop from New York to London.

★ TOPIC 8: PREDICTIONS FOR THE NEXT ★ 100 YEARS ★ 2063—2122

31. Robots will rule the LV games!

China started hosting the International Humanoid Robot Olympic Games in 2010, and inventor Dean Kamen is pushing for high-tech competitors in Rio de Janeiro in the summer of 2016. "The original Olympic skill sets were javelin throws, wrestling, and fighting skills that countries needed for defense," he says. "In the 21st century, sports should require modern skills like programming and mechanical prowess." We say let's get started. By 2100 we hope to design the android version of Michael Phelps.

32. The Pentagon will say goodbye to large submarines.

With the steady improvement in sonar technology, our subs are already hard-pressed to evade detection. In the future, underwater robots with laser radar or other nonacoustic sensors will make the seas virtually transparent. So how will we deploy our nukes? Hypersonic missiles launched from our own shores will reach any target in the world within 1 hour.

★ TOPIC 8: PREDICTIONS FOR THE NEXT ★ 100 YEARS ★ 2063—2122

33. An ion engine will reach the stars.

If you're thinking of making the trip to Alpha Centauri, pack plenty of snacks. At 25.8 trillion miles, the voyage requires more than four years of travel at light speed, and you won't be going nearly that fast. To complete the journey, you'll have to rely on a scaled-up version of the engine on the Deep Space 1 probe, launched in 1998. Instead of liquid or solid fuel, the craft was propelled by ions of xenon gas accelerated by an electric field.

34. YOUR BODY WILL BE TRULY CONNECTED

Doctors will check your vital signs around the clock via tiny sensors. Stomach chips will monitor your diet to help you lose weight. Spinal cord implants will reverse paralysis. Brain chips will let you absorb data while you sleep. Brain interfaces will help you fully inhabit virtual worlds.

★ TOPIC 8: PREDICTIONS FOR THE NEXT ★ 100 YEARS ★ 2063—2122

35. Scientists will map the quadrillion connections between the brain's neurons.

Quadrillion sounds like a made-up number, but we assure you it's real. Those connections hold the answers to questions about mental illness, learning, and the whole nature versus nurture issue. If every one of them were a penny, you could stack them and build a tower 963 million miles high. It would stretch past Mars, Jupiter, and Saturn and stop roughly halfway to Uranus.

36. One of us will celebrate a 150th birthday.

Our money's on Keith Richards. Given recent advances in health, technology, and medicine and the rise of genome science, it's only a matter of time until someone gets to blow out all those candles—especially if you toss in a breakthrough on the scale of antibiotics, says David Ewing Duncan, author of *When I'm 164*. What are your odds of living to see our predictions come true? There are more than 300,000 centenarians on the globe already—and one hearty soul has reached the age of 122.

★ TOPIC 8: PREDICTIONS FOR THE NEXT 100 YEARS

★ THE PM BRAIN TRUST SAYS: WITHIN 20 YEARS...

- 37. Self-driving cars will hit the mainstream market.
- 38. Battles will be waged without direct human participation (think robots or unmanned aerial vehicles).
- 39. The first fully functional brain-controlled bionic limb will arrive.

★ WITHIN 30 YEARS...

- 40. All-purpose robots will help us with household chores.
- 41. Space travel will become as affordable as a round-the-world plane ticket.
- 42. Soldiers will use exoskeletons to enhance battlefield performance.

★ WITHIN 40 YEARS...

- 43. Nanobots will perform medical procedures inside our bodies.

★ TOPIC 8: PREDICTIONS FOR THE NEXT ★ 100 YEARS

WITHIN 50 YEARS...

- 45. We will have a colony on Mars.
- 46. Doctors will successfully transplant a lab-grown human heart.
- 47. We will fly the friendly skies without pilots onboard.
- 48. And renewable energy sources will surpass fossil fuels in electricity generation.

WITHIN 60 YEARS...

- 49. Digital data (texts, songs, etc.) will be zapped directly into our brains.
- 50. We will activate the first fusion power plant. And we will wage the first battle in space.

WITHIN 100 YEARS...

- 51. The last gasoline-powered car will come off the assembly line.



PNG NATIONAL OPERATING ENVIRONMENT

TOPIC 9:



VISION 2050

The Papua New Guinea

Vision 2050

"We will be a
Smart, Wise, Fair
and
Happy Society
by 2050"

'We will be ranked in the top 50 in the United Nations
Human Development Index by 2050, creating opportunities for personal and
national advancement through economic growth, smart innovative ideas, quality service
and ensuring fair and equitable distribution of benefits in a safe and secure environment for all citizens'.

Where are we going?

Strategic Vision
2050

Mission

What will we do to get there?

Key Pillars

Human Capital Development,
Gender, Youth, and People
Empowerment

Wealth Creation, Natural
Resources, and Growth Nodes

Institutional Development
and Service Delivery

Security and International
Relations

Environmental Sustainability
and Climate Change

Spiritual, Cultural and
Community Development

Strategic Planning,
Integration and Control

What will make
things work?

Critical Enablers

Effective
Leadership
& Good
Governance

Healthy,
Educated &
Skilled
Citizens

Enabling
legislation
and Policies

Enabling
Basic
Infrastructure

Financial
Capacity

Effective
Service
Delivery

Enabling
Citizen
Values &
Participation

Performance &
Accountability

How will we know
if we get there?

Development
Indicators and
trackers

Human Development Index, Gross Domestic Product, Population Statistics, Poverty Index, Crime & Corruption Index, Economic Indicators, (balance of trade, inflation rate, foreign reserves, debt profile), Basic Education Gross Enrolment, Police to Population Ratio, HIV & Aids Prevalance, Tuberculosis Prevalance, Kilometres of Total Road Network, Wharves and Jetties, Communication Access, Banking Access, Electricity Access.

★ TOPIC 9: PNG VISION 2050

★ In December 2007, the National Executive Council (NEC) of Papua New Guinea, on advice from the National Planning Committee (NPC), made a decision to develop a framework for a long-term strategy — “The Papua New Guinea Vision 2050” — that should map out the future direction for our country and reflect the aspirations of the people of Papua New Guinea.

Vision 2050 is underpinned by seven Strategic Focus Areas, which are referred to as pillars:

- Human Capital Development, Gender, Youth and People Empowerment;
- Wealth Creation;
- Institutional Development and Service Delivery;
- Security and International Relations;
- Environmental Sustainability and Climate Change;
- Spiritual, Cultural and Community Development; and
- Strategic Planning, Integration and Control.

★ TOPIC 9: PNG VISION 2050

★ The nation will focus all its efforts and will strive to achieve the following key outcomes:

- Changing and rehabilitating the mind-set of our people;
- having strong political leadership and will power;
- improvement in governance;
- improvement in service delivery;
- improvement in law and order;
- development of strong moral obligation; and
- rapid growth potential which can be realized in a reasonable time.

To be among the top 50 countries in the United Nations Human Development Index (HDI), there will be several pathways which Papua New Guinea's economy can take. Vision 2050 will pursue four development routes for the first ten years. For the years 2020 through to 2050, we will aspire for economic growth at some desirable rates, underpinned by key development projects. These include better service delivery, improved education, improved health services and sound political leadership and structures.

★ TOPIC 9: PNG VISION 2050

★ Hierarchy of Planning

1. Un 17 Development Goals
2. Vision 2050
3. STARRS
4. 20 Year PNG Development Strategic Plan
5. 10 Year MTDP III
6. Allotau Accord II (5 year plan)
7. 10 Year Strategic (Corporate) Plan (Statutory Bodies)
8. 5 Year Business Development Plan
9. 1 Year (annual) Budget Based Activity Plan
10. Quarterly Board Review
11. Monthly Performance Reporting and Staff Performance Report



PNG NATIONAL OPERATING ENVIRONMENT

TOPIC 11:

**ALOTAU ACCORD II
2017-2022**



★ TOPIC 11: ALOTAU ACCORD II

As a Coalition of like-minded parties and independent members, we thank our people for electing us and giving us the mandate to be their representative to the National Parliament. We take our cue from our National Goals and Directive principles stipulated in the Constitution.

We believe Integral Human Development, Equality and Participation, National Sovereignty and self-Reliance, Natural Resource and environment and Papua New Guinean ways are keys to our prosperity.

These directive principles are reflected in the PNG Vision 2050 and the National Strategy for Responsible Sustainable Development.

To ensure we develop and progress as a people and a Country, our plans are spelled out in the current Medium Term Development (MTDP) plan 2016-17, which will be updated for 2018-2022.

★ TOPIC 11: ALOTAU ACCORD II

Our objective is for government to pursue integral human development through policies conducive to infrastructure building, prosperity, business and job creation, as well as a commitment to universal quality health care and education.

To achieve this, we will as a government create an environment in Papua New Guinea where:

1. Every citizen has access to quality healthcare and education
 2. There is strong confidence provided to the business community and a dialogue to strengthen our partnership.
 3. Jobs are created and there is an expansion in skills-based training
 4. Stable law and order exists
 5. Fiscal policies are pursued that are deliberate, transparent and responsive to the needs of the community.
 6. Capacity is built through strengthening leadership and discipline in all of our disciplined services.
 7. Key infrastructure is a focus such as hospitals, roads, airports and sea ports.
 8. Decentralisation occurs and power is devolved from Waigani to the people of our districts and provinces.
 9. Communities are transformed away from unplanned to planned housing developments
- Pledge

★ TOPIC 11: ALOTAU ACCORD II

We undertake and commit ourselves to revitalizing our economy focusing on generating more revenue at the same time managing our debt levels, slashing unnecessary public expenditure and delivering key projects and services to our people. We undertake to deliver the following priorities over the course of the next five (5) years:

1. Economic Growth – Revenue Generation, Debt management and expenditure review; economic participation and empowerment, ownership rights and equitable benefit sharing, and business focus
2. Infrastructure – Continue to develop and maintain key productive infrastructure assets including opening up missing road links and bridges, increasing communication access for rural areas, utilities upgrade (Water and Electricity), housing, air and sea ports;
3. Law & Order – create safer and secure communities, increase police numbers and discipline, strengthen all levels of courts including villages courts and official, complete rural lock ups and minimize prison breaks.
4. Education – Continue the Free Education Policy but focus more on increasing quality of teacher training, children learning and infrastructure development including classrooms.
5. Health – continue the free basic health care and subsidized specialized health care policy and improve health indicators.



PNG NATIONAL OPERATING ENVIRONMENT

TOPIC 12:

**PNG ALL SECTORS LEGAL
FRAMEWORK FOR LEADERS**

★ TOPIC 12: LEAGAL FRAMEWORK OF ★ LEADERSHIP IN PNG

★ Head of State

The Queen of England (Represented by the PNG Governor General) is the Head of State of Papua New Guinea. The Head of State cannot exercise any of its powers on his/her own; he/she can legally exercise any of its powers, etc only in accordance with advice.

National Government – Political Administration

The 'National Government' of Papua New Guinea consists of the politicians and the judges. The Politicians are those in Parliament, in National Executive Council, and in Provincial and in Local-level Governments.

★ TOPIC 12: LEAGAL FRAMEWORK OF LEADERSHIP IN PNG

★ The Organic Law on the Duties and Responsibilities of Leadership makes specific provisions on the manner in which a Leader will behave, within the provisions of s. 27 Constitution.

These include:

1. regularly submitting to the Ombudsman Commission a Statement of Income;
2. cannot directly or indirectly ask for or accept a benefit in the course of his duties;
3. must disclose to Ombudsman Commission any personal interest he has in a matter he handles in his official capacity;
4. cannot become a company director;
5. cannot own company shares that might lead to a conflict of interest;
6. cannot engage in other paid employment at the same time;
7. must obtain approval of Ombudsman Commission to hold beneficial interest in a contract;
8. cannot accept a loan/gift from anyone, unless by way of a normal bank loan;
9. must not divulge confidential information;
10. must not misappropriate public funds.

★ TOPIC 12: LEAGAL FRAMEWORK OF ★ LEADERSHIP IN PNG

★ National Government – Justice Administration

General The 'National Government' of Papua New Guinea not only consists of the Politicians, but also those involved in the administration of justice. This includes the following:

- Judges & Magistrates
- Attorney General
- Public Prosecutor
- Public Solicitor

The State Services of this country consist of the following:

- ❖ Public Services Commission
- ❖ National Public Service
- ❖ Police Force
- ❖ Defence Force
- ❖ State Service
- ❖ Statutory Bodies

★ TOPIC 12: LEAGAL FRAMEWORK OF ★ LEADERSHIP IN PNG

★ The Chief Secretary, Departmental Heads, Provincial Administrators and other senior public servants in the National Public Service are men/women of high learning, experience and integrity.

The recent Public Services (Management) (Minimum Person Specification and Competency Requirements for Selection and Appointment of Departmental Heads) Regulation 2003 requires the candidate to:

(a) be a serving officer of the National Public Service, or a person fit and qualified to serve as an officer of the National Public Service;

(b) satisfy health and fitness requirements for occupancy of a Departmental Head position;

(c) be not less than 35 years of age and not more than 60 years of age;

★ TOPIC 12: LEAGAL FRAMEWORK OF LEADERSHIP IN PNG

(★) possess, as a minimum tertiary qualification, a degree from a recognized university, together with post graduate training relevant to the technical requirements of the position, and a management qualification equivalent to the Public Service Intermediate Management Programme, as amended from time to time;

(e) be of good character and repute, with no previous criminal record, and as witnessed by suitable references from at least three persons of standing in the community;

(f) be free of criminal charges or outstanding court cases of a nature likely to seriously injure the professional standing and reputation of the officer, as verified by the Police Commissioner;

(g) be free of any outstanding investigations or disciplinary proceedings under any laws;

(h) be not disbarred by virtue of any constitutional or statutory restriction that may apply including any restriction under the Leadership Code or the Defence Act (Chapter 75);

★ TOPIC 12: LEAGAL FRAMEWORK OF LEADERSHIP IN PNG

(★) possess proven skills, experience and competencies in the following fields:—

(i) man management, with a minimum of three years at a level not lower than Deputy Secretary, or Deputy Managing Director or deemed equivalent level in a private sector organization; and (ii) policy formulation and development, strategic/corporate planning, and project management; and

(iii) financial budgeting and manpower planning; and
(iv) negotiating and public relations skills, with an ability to make convincing public presentations of technical information; and

(v) general knowledge of the Government political structures and administration systems, the Constitution, the Organic Law on Provincial Governments and Local-level Governments and knowledge of the Public Finances (Management) Act 1995 and the Public Services (Management) Act 1995 in particular; and

★ TOPIC 12: LEAGAL FRAMEWORK OF LEADERSHIP IN PNG

(★) possess proven skills, experience and competencies in the following fields:—

(vi) a resilient nature able to maintain a firm position on principle and policy and to uphold the Public Service Code of Business Ethics and Conduct;

(j) possess other competencies (physical and mental skills and abilities) relevant to the position, as prescribed in a job description approved by the Central Agencies Coordinating Committee from time to time;

(k) have provided a dissertation in writing as to his or her own suitability for the appointment, and the contribution he intends to make to the Government priority programmes if appointed to office;

(l) have satisfied all of the requirements specified in the National Gazette Notice. A person with these qualifications should not only be able to behave well within the Leadership Code, as standard employment contracts signed by these senior officers subject them to the Code, but also should be able to perform to required standards.

★ TOPIC 12: LEAGAL FRAMEWORK OF LEADERSHIP IN PNG

★ People Power

The ultimate power of government belongs to the People. The People exercise this power at the elections, when they cast their votes in favour of a candidate of their choice to become a Member of Parliament/Ward Councillor. The Member of Parliament/Ward Councillor takes with him the legislative, executive and judicial powers of the People.

★ Political & Executive Power

The Member of Parliament (or the Ward Councillor, with the appropriate modifications) sits in the National Parliament and makes the laws and appoints, 'disciplines' or terminates the membership of the Executive Government (including the National Executive Council, the Courts, Constitutional Office Holders, certain State Services or Statutory Bodies). The National Executive Council directs and controls the Courts, State Services and Statutory Bodies in terms of appointment of members of these various institutions/bodies, or in terms of the allocation of funds, etc.

★ TOPIC 12: LEAGAL FRAMEWORK OF ★ LEADERSHIP IN PNG

★ Judicial Power

The Courts and other related institutions (like the Public Prosecutor and the Police) up-hold the rule of law in this country through their interpretation, application and enforcement of the Constitution, Acts of Parliament and other laws. The Supreme Court declaring an Act of Parliament or a provision in any such Act 'unconstitutional' amounts to a check on the Parliament's exercise of its legislative power.

The Court's declaration of an appointment or termination of a Departmental Head by the National Executive Council unlawful amounts to a check of the exercise of executive power. The decision of a Leadership Tribunal to dismiss a leader from office following a finding of guilt of misconduct in office enforces the Leadership Code.

★ TOPIC 12: LEAGAL FRAMEWORK OF ★ LEADERSHIP IN PNG

★ Public Accounts Committee

The Public Accounts Committee is a permanent Parliamentary Committee, whose function is 'to examine and report to the Parliament on the public accounts of Papua New Guinea and on the control of and on the transactions with or concerning, the public moneys and property of Papua New Guinea': s.216(1) Constitution.

This Committee has the powers to summon persons to appear before it or require the production of documents, etc, when carrying out its function. The performance by this Committee causes chief executives of Departmental Heads, State Services and Statutory Bodies to ensure that they properly manage, use and account for the mostly public funds they hold. Considering that the use of public moneys is a normal concern of many, such supervision by the Committee serves a good purpose.

★ TOPIC 12: LEAGAL FRAMEWORK OF ★ LEADERSHIP IN PNG

★ Auditor General

The Auditor General, a constitutional office holder, has his primary function as: 'to inspect and audit, and to report at least once in every fiscal year to the Parliament on the public accounts of Papua New Guinea, and on the control of and on transactions with or concerning the public moneys and property of Papua New Guinea': s.214(1) Constitution.

He/She inspects and audits the accounts, finance and property of 'all arms, departments, agencies and instrumentalities of the National Government and all bodies set up by an Act of Parliament or by executive or administrative act of the National Executive for governmental or official purposes': s.214(2) Constitution. The report of this inspection and audit to Parliament means that the Parliament can check on the financial performance of the executive government. The Auditor General is not subject to direction or control of any person.

★ TOPIC 12: LEAGAL FRAMEWORK OF LEADERSHIP IN PNG

★ Salaries & Remuneration Commission

The Salaries & Remuneration Commission is responsible for recommending to Parliament the salaries, allowances and benefits to all the politicians, judges, and constitutional office holders. The members of this body are the Speaker, Prime Minister, Opposition Leader, Chief Justice, Secretary for Department of Personnel Management, and Secretary for Department of Labour. The Parliament, by accepting or rejecting a recommendation by this Commission, determines the salary, etc for these persons.

★ Ombudsman Commission

The Ombudsman Appointment Committee, consisting of the Prime Minister, Chief Justice, Opposition Leader, Chairman of the appropriate permanent Parliamentary Committee, and the Chairman of Public Services Commission, appoints one Chief Ombudsman and two Ombudsmen.



PNG NATIONAL OPERATING ENVIRONMENT

TOPIC 13:



**PNG CORPORATE
GOVERNANCE STANDARDS**

TOPIC 13: PNG GOVERNANCE STANDARDS AS PER PNGID

Code of Professional and Ethical Conduct

The first OBJECT is 'to set appropriate professional and ethical standards of practice and behaviour for Directors.'

1. Understand legal framework

Learn and understand the structure, legislation and regulations under which my Company, Board, Council, Commission or Trust is constituted and empowered to operate.

2. Care, diligence and law abidance

Use all due care, diligence and honesty in fulfilling the requirements of my appointment and to act within the spirit, as well as to the letter, of the laws of Papua New Guinea and/or such other Country in which I may be required to act.

3. Personal responsibility

Assume personal responsibility and accept personal accountability for strict and careful governance of the company or organistaion for which my Board, Council, Commission, Trust or Committee is constituted.

TOPIC 13: PNG GOVERNANCE STANDARDS AS PER PNGID

Code of Professional and Ethical Conduct

The first OBJECT is 'to set appropriate professional and ethical standards of practice and behaviour for Directors.'

4. Proper use of powers

Use the powers that are entrusted to me as a Director or Board member for the right and proper purposes of safeguarding the shareholders, stakeholders and assets of the Company or Organisation.

5. Personal gain or favour

Refrain from using my appointment, or the powers entrusted to me therein, or any information that I may obtain therefrom, for undue personal gain or favour, or to provide undue gain or favour for others.

6. Conflict of interests

Ensure that my personal interests or pursuits, or the interests or pursuits of any closely associated person or group, do not interfere with, or influence decisions entered into for or on behalf of, the Company or Organisation.

★ TOPIC 13: PNG GOVERNANCE ★ STANDARDS AS PER PNGID

★ Code of Professional and Ethical Conduct

The first OBJECT is 'to set appropriate professional and ethical standards of practice and behaviour for Directors.'

7. Declaration of interest

Declare my personal interest in, and refrain from entering into discussion upon, any matters of which the outcome may conflict with, impact upon or benefit my personal or associated business interests.

8. Safeguard information

Ensure that information obtained in the course of my duties is kept safe and confidential and is only disclosed as and when it may be permitted or decided upon by my Board, Council, Commission, Trust or Committee or as may be required of me by law.

9. Financial integrity

Accept only such remuneration and perquisites in reward for my services as are reasonable and have been duly approved by the Board, Council, Commission, Trust or Committee or as may have been established by legislative process.

★ TOPIC 13: PNG GOVERNANCE ★ STANDARDS AS PER PNGID

★ Code of Professional and Ethical Conduct

The first OBJECT is 'to set appropriate professional and ethical standards of practice and behaviour for Directors.'

10. Transparency

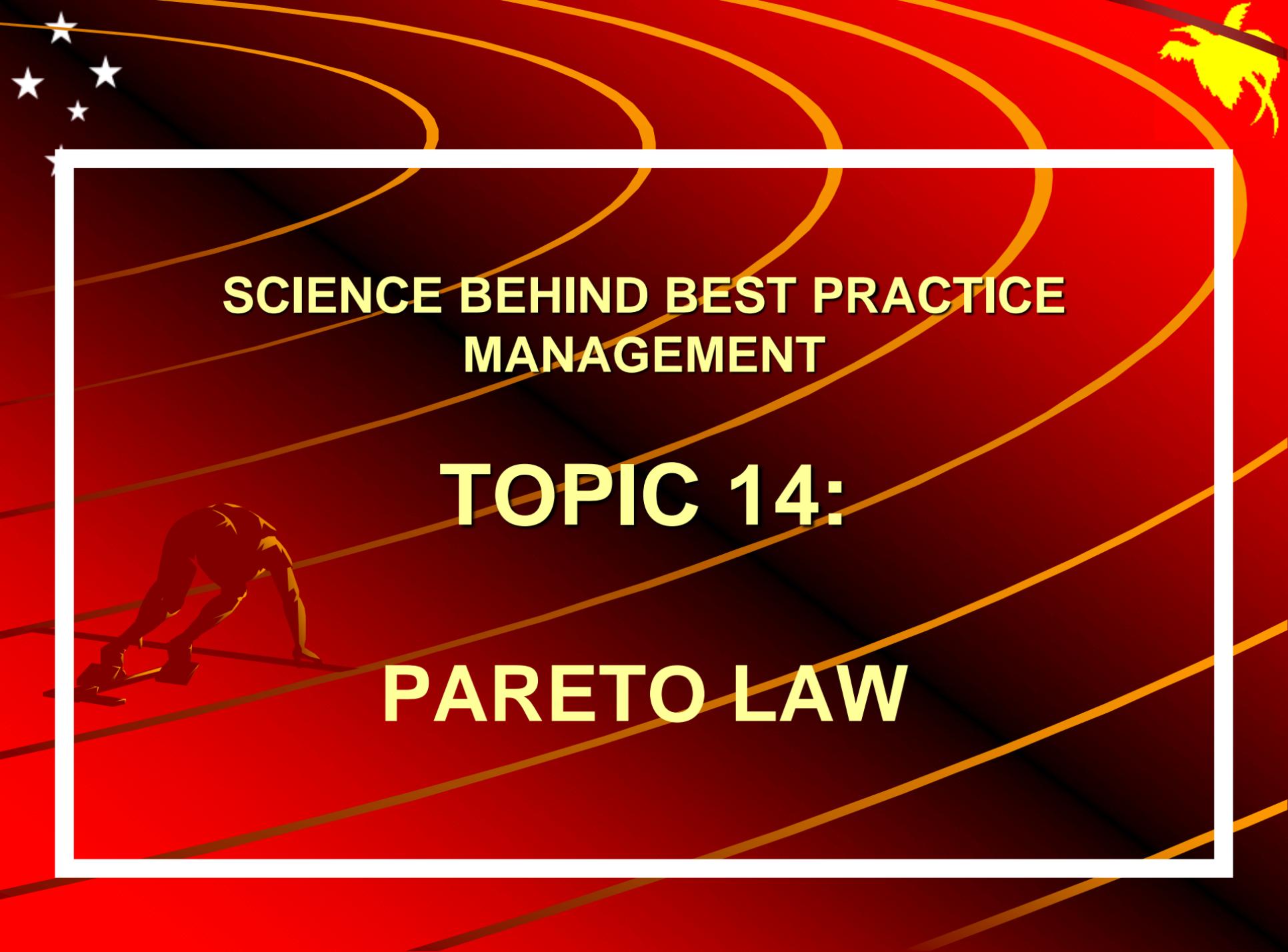
Provide such statements of personal and immediate family income and assets as may reasonably be requested in the course of any normal or extraordinary audit of the Company or Organisation of which I am a member of the Board, Council, Commission, Trust or Committee.

11. Personal conduct

Conduct myself in a manner that will enhance the image of all Companies and Organisations with which I am associated.

12. Cessation of Board Appointment

Resign, or accept termination of appointment from the Board, Council, Commission, Trust or Committee with due courtesy and dignity, if required to do so by the authority under which my appointment was made, or in the event of my being declared bankrupt, or if my personal circumstances seriously affect the manner in which I can conscientiously and effectively perform my duties.



**SCIENCE BEHIND BEST PRACTICE
MANAGEMENT**

TOPIC 14:

PARETO LAW

★ TOPIC 14: THE SCIENCE BEHIND THE ★ PRACTICE OF MANAGEMENT

★ The Pareto Principle

In 1906, Italian economist Vilfredo Pareto created a mathematical formula to describe the unequal distribution of wealth in his country, observing that twenty percent of the people owned eighty percent of the wealth. In the late 1940s, Dr. Joseph M. Juran inaccurately attributed the 80/20 Rule to Pareto, calling it the Pareto Principle.

After Pareto made his observation and created his rule formula or principle, many others observed similar phenomena in their own areas of expertise. Quality Management pioneer, Dr. Joseph Juran, working in the US in the 1930s and 40s recognized a universal principle he called the "vital few and trivial many" and reduced it to writing. In an early work, a lack of precision on Juran's part made it appear that he was applying Pareto's observations about economics to a broader body of work. The name Pareto's Principal stuck, probably because it sounded better than Juran's Principle.

★ TOPIC 14: THE SCIENCE BEHIND THE PRACTICE OF MANAGEMENT

★ The Pareto Principle

As a result, Dr. Juran's observation of the "vital few and trivial many", the principle that 20 percent of something always are responsible for 80 percent of the results, became known as Pareto's Principle or the 80/20 Rule.

What It Means

The 80/20 Rule means that in anything a few (20 percent) are vital and many (80 percent) are trivial. In Pareto's case it meant 20 percent of the people owned 80 percent of the wealth. In Juran's initial work he identified 20 percent of the defects causing 80 percent of the problems. Project Managers know that 20 percent of the work (the first 10 percent and the last 10 percent) consume 80 percent of your time and resources. You can apply the 80/20 Rule to almost anything, from the science of management to the physical world.

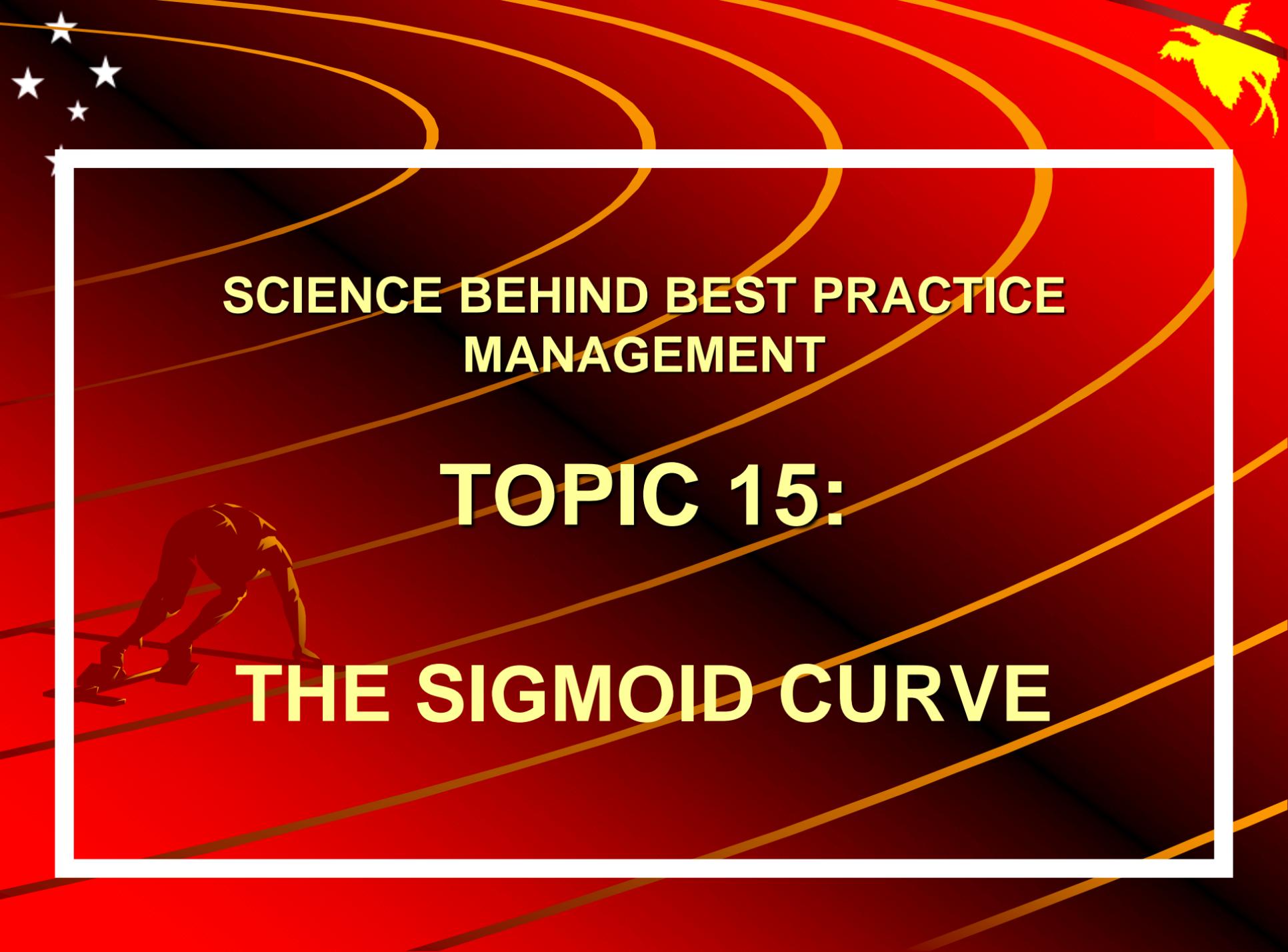
★ TOPIC 14: THE SCIENCE BEHIND THE PRACTICE OF MANAGEMENT

★ The Pareto Principle

How It Can Help You

The value of the Pareto Principle for a manager is that it reminds you to focus on the 20 percent that matters. of the things you do during your day, only 20 percent really matter. Those 20 percent produce 80 percent of your results. Identify and focus on those things. When the fire drills of the day begin to sap your time, remind yourself of the 20 percent you need to focus on.

- 20 percent of your clients will give you 80% of your income
- 20 percent of your staff will cause 80 percent of your problems
- 20 percent of your staff will provide 80 percent of your production
- 80 percent of your clerical time is wasted on activities that produce 20% on your productivity
- 80 percent of your marginal managers spend 80% of their time avoiding decisions.
- 80 percent off your phone bill is wasted.



**SCIENCE BEHIND BEST PRACTICE
MANAGEMENT**

TOPIC 15:



THE SIGMOID CURVE

★ TOPIC 15: THE SCIENCE BEHIND THE ★ PRACTICE OF MANAGEMENT ★ The Sigmoid Curve

? When is it right to change tracks? When is it a good time to take a leap of faith into an unknown future? Should you not wait till you reap the rewards of the efforts you have put in?

If these questions have bothered you endlessly, a little tool called the "Sigmoid Curve" might help. I owe this one to Charles Handy, a wise old British economist and author, who wrote about it in his book the Age of Paradox.

According to Handy, the best time to start a new "curve" is before you reach the peak of your existing one! That way, you will be starting something new when you still have the resources, and the spirit, to take it to new heights. In contrast, most people think of doing something new only when they have reached the bottom of what they are presently involved in.

★ TOPIC 15: THE SCIENCE BEHIND THE PRACTICE OF MANAGEMENT

★ The Sigmoid Curve

- ✦ This S-shaped curve has intrigued people throughout history. The curve sums up the story and time line of life itself; we start slowly, we experiment and falter, we then grow rapidly, then wax, and wane. It is the product life cycle, it is the biological life cycle. It describes the rise and fall of empires, dynasties, companies, and individuals. It also describes the course of love and relationships.

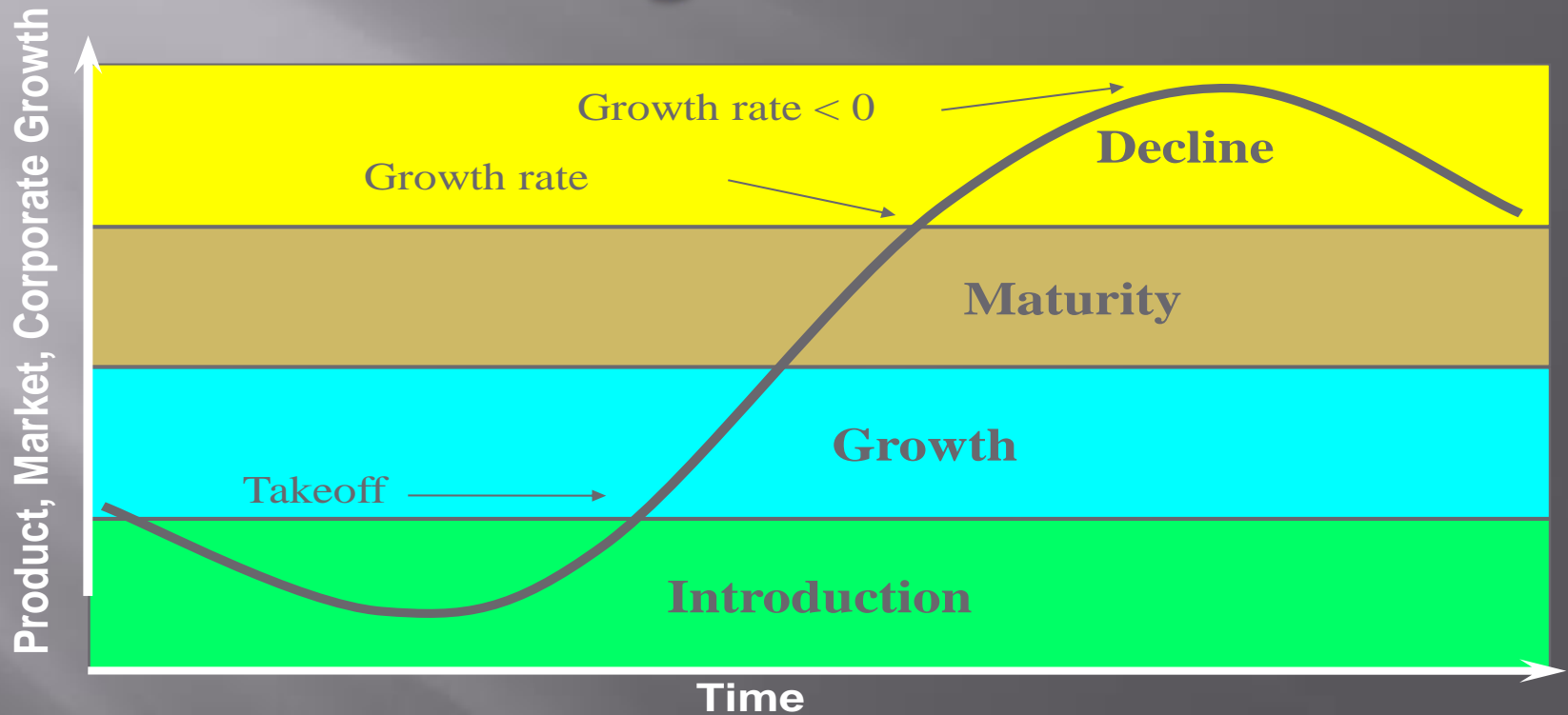
A simple concept - determine an appropriate unit of time measurement and where you are now on the curve, and the expected course is clear.

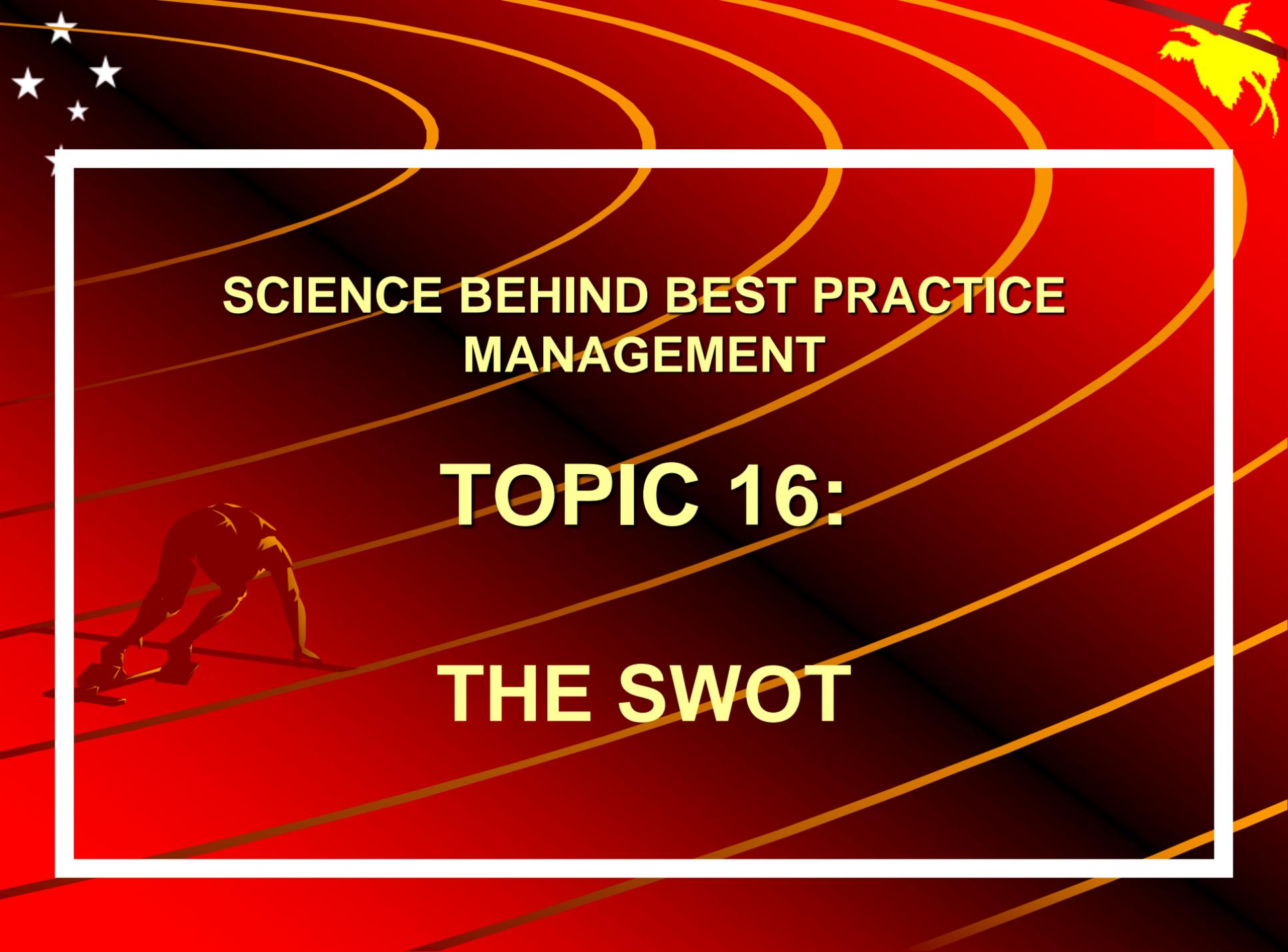
We are however, acutely aware of the need to start a new cycle before the first one falters. We know we have to create or catch the next wave to ensure continued growth and progress.

★ TOPIC 15: THE SCIENCE BEHIND THE PRACTICE OF MANAGEMENT

★ The Sigmoid Curve

The Sigmoid Curve





**SCIENCE BEHIND BEST PRACTICE
MANAGEMENT**

TOPIC 16:

THE SWOT

★ TOPIC 16: THE SCIENCE BEHIND THE PRACTICE OF MANAGEMENT

★ The SWOT (Strength, Weakness, Opportunities and Threats)

- ◆ A SWOT analysis is really a process to identify where you are strong and vulnerable -- where you should defend and attack. The result of the process is a Plan of Action.
- ◆ The analysis can be performed on a product, on a service, a company or even on an individual. Done properly, SWOT will give you the BIG PICTURE of the MOST IMPORTANT FACTORS that influence SURVIVAL and PROSPERITY. As well as a PLAN to ACT ON.

★ TOPIC 16: THE SCIENCE BEHIND THE PRACTICE OF MANAGEMENT

★ The SWOT (Strength, Weakness, Opportunities and Threats)

1) Identify and list Strengths:

What are your advantages in attracting quality employees?

What do you do well? Is there anything you do better than most? Better than anyone else? Consider these questions from your own point of view, and from the point of view of the people in your target audience. Don't be modest, be realistic. Be sure to consider the critical areas: people and technology, marketing, and finance.

2) Identify and list Weaknesses:

What should be improved?

What do you do poorly?

What should you avoid, based on mistakes in the past?

Again, consider these questions from an internal and an external perspective. Do other people perceive weaknesses that you don't see? Do your competitors do any better? It is essential to be realistic here, and face any unpleasant truths as soon as possible.

★ TOPIC 16: THE SCIENCE BEHIND THE PRACTICE OF MANAGEMENT

★ The SWOT (Strength, Weakness, Opportunities and Threats)

3) Identify and list Opportunities:

Where can you find, or create, a competitive advantage?

What are some major trends in your business?

- Consolidation / Diversification?
- Specialization / Generalization?

Opportunities can come from such things as:

- Changes in technology. Such as computer software that lets you perform services that others cannot.
- Changes in the types of businesses in your potential market, such as the demand for healthcare or telecommunications expertise.
- Changes in social patterns, population profiles, lifestyle.
- Changes in creative trends.
- Changes in demand for certain types of services, perhaps related to interactive / Internet.

4) Identify and list Threats:



★ TOPIC 16: THE SCIENCE BEHIND THE PRACTICE OF MANAGEMENT

★ The SWOT (Strength, Weakness, Opportunities and Threats)

4) Identify and list Threats:

What obstacles do you face?

What are your competitors doing that may result in a loss of clients, customers, market share?

Are the required specifications for your job, products or services changing?

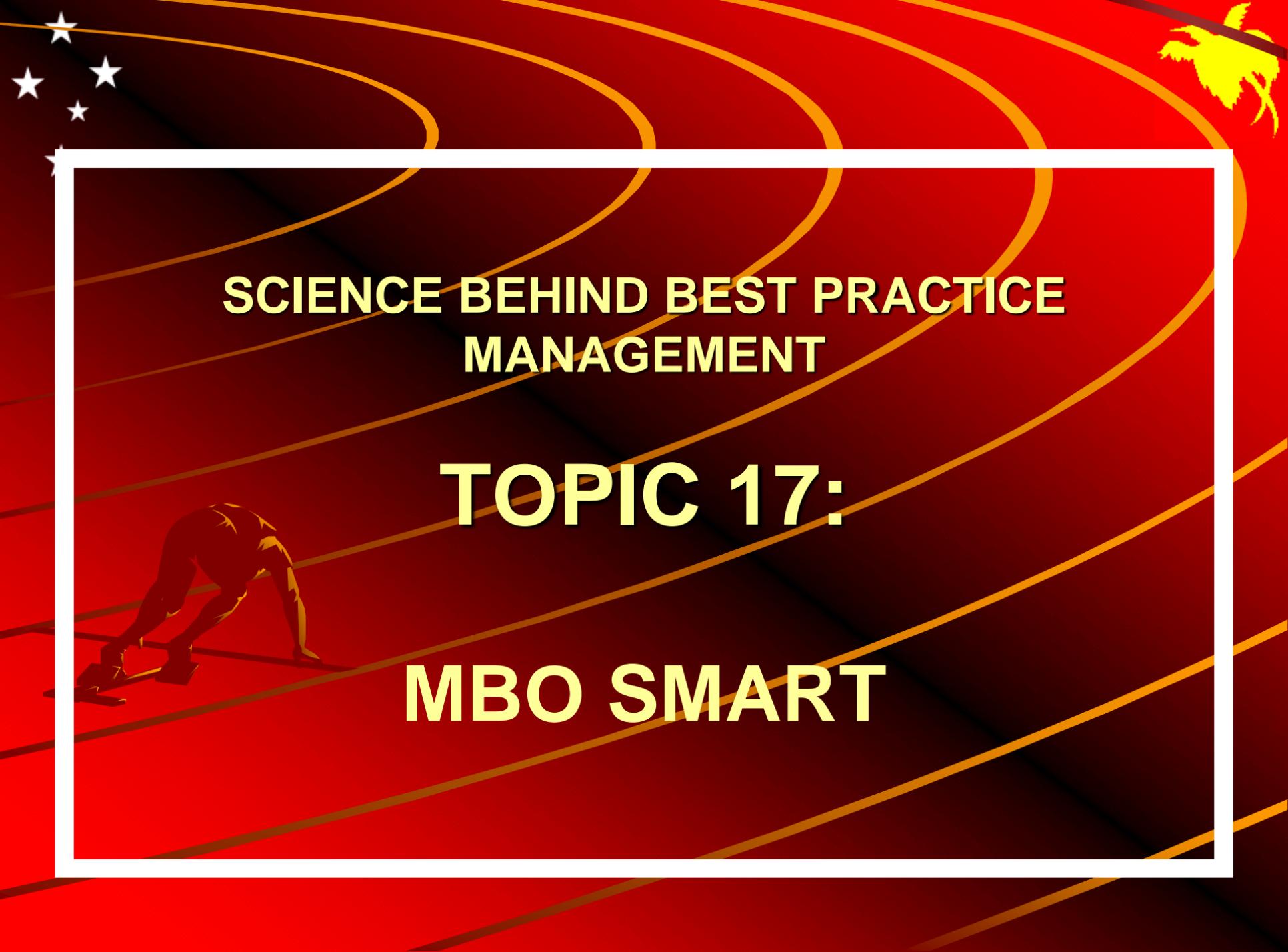
Is changing technology threatening your position?

Do you have cash-flow problems?

TOPIC 16: THE SCIENCE BEHIND THE PRACTICE OF MANAGEMENT

The SWOT (Strength, Weakness, Opportunities and Threats)

| The SWOT Analysis Table | EXTERNAL DIMENSION (external to the organisation) | | |
|---|--|---|--|
| INTERNAL DIMENSION (Within the organisation) | | External Opportunities • • • | External Threats • • • |
| | Internal Strengths • • • | Attack forward looking strategies • • | |
| | Internal Weaknesses • • • | | Defensive Strategies No go zone • • |



**SCIENCE BEHIND BEST PRACTICE
MANAGEMENT**

TOPIC 17:

MBO SMART



★ TOPIC 17: THE SCIENCE BEHIND THE ★ PRACTICE OF MANAGEMENT.

Management By Objective (MBO) SMART

An effective planning tool to help the Manager set objectives is Management by Objectives (MBO). MBO gained recognition in 1954 with the publication of Peter Ducker's book *The Practice of Management*. MBO is a collaborative process whereby the manager and each subordinate jointly determine objectives for that subordinate. To be successful MBO programs should include commitment and participation in the MBO process at all levels, from top management to the lowest position in the organization.

MBO begins when the Manager explains the goals for the department in a meeting. The subordinate takes the goals and proposes objectives for his or her particular job. The Manager meets with the subordinate to approve and, if necessary, modify the individual objectives. Modification of the individual's objectives is accomplished through negotiation since the Manager has resources to help the subordinate commit to the achievement of the objective. Thus, a set of verifiable objectives for each individual are jointly determined, prioritized, and formalized.



★ TOPIC 17: THE SCIENCE BEHIND THE ★ PRACTICE OF MANAGEMENT.

Management By Objective (MBO) SMART

Objectives guide managerial activities such as budgeting, the development of action plans, staffing, and the purchasing of equipment.

The organization's success ultimately depends on the combined outcomes of its objectives.

1. Objectives

Most Managers set objectives, but not with equal skill. Few, who do not correctly write objectives, will reap MBO's full benefits. An objective is simply a statement of what is to be done and should be stated in terms of results. Objectives must be SMART - Specific, Measurable, Attainable, Result-oriented, Time-limited.

★ TOPIC 17: THE SCIENCE BEHIND THE PRACTICE OF MANAGEMENT.

Management By Objective (MBO) SMART

✦ Specific

- ✦ An objective must be specific with a single key result. If more than one result is to be accomplished, more than one objective should be written. Just knowing what is to be accomplished is a big step toward achieving it. What is important to you? Once you clarify what you want to achieve, your attention will be focused on the objective that you deliberately set. You will be doing something important to you.

✦ Measurable

- ✦ An objective must be measurable. Only an objective that affects behavior in a measurable way can be optimally effective. If possible, state the objective as a quantity. Some objectives are more difficult to measure than others are.



★ TOPIC 17: THE SCIENCE BEHIND THE ★ PRACTICE OF MANAGEMENT.

Management By Objective (MBO) SMART

Attainable

An objective must be attainable with the resources that are available. It must be realistic. Many objectives are realistic. Yet, the time it takes to achieve them may be unrealistic. For example, it is realistic to want to lose ten kilograms. However, it is unrealistic to want to lose ten kilograms in one week. What barriers stand between you and your objective? How will each barrier be overcome and within what time frame?

Result-oriented

The objective should be central to the goals of the organization. The successful completion of the objective should make a difference. How will this objective help the organization move ahead? Is the objective aligned with the mission of the organization?

★ TOPIC 17: THE SCIENCE BEHIND THE PRACTICE OF MANAGEMENT.

★ Management By Objective (MBO) SMART

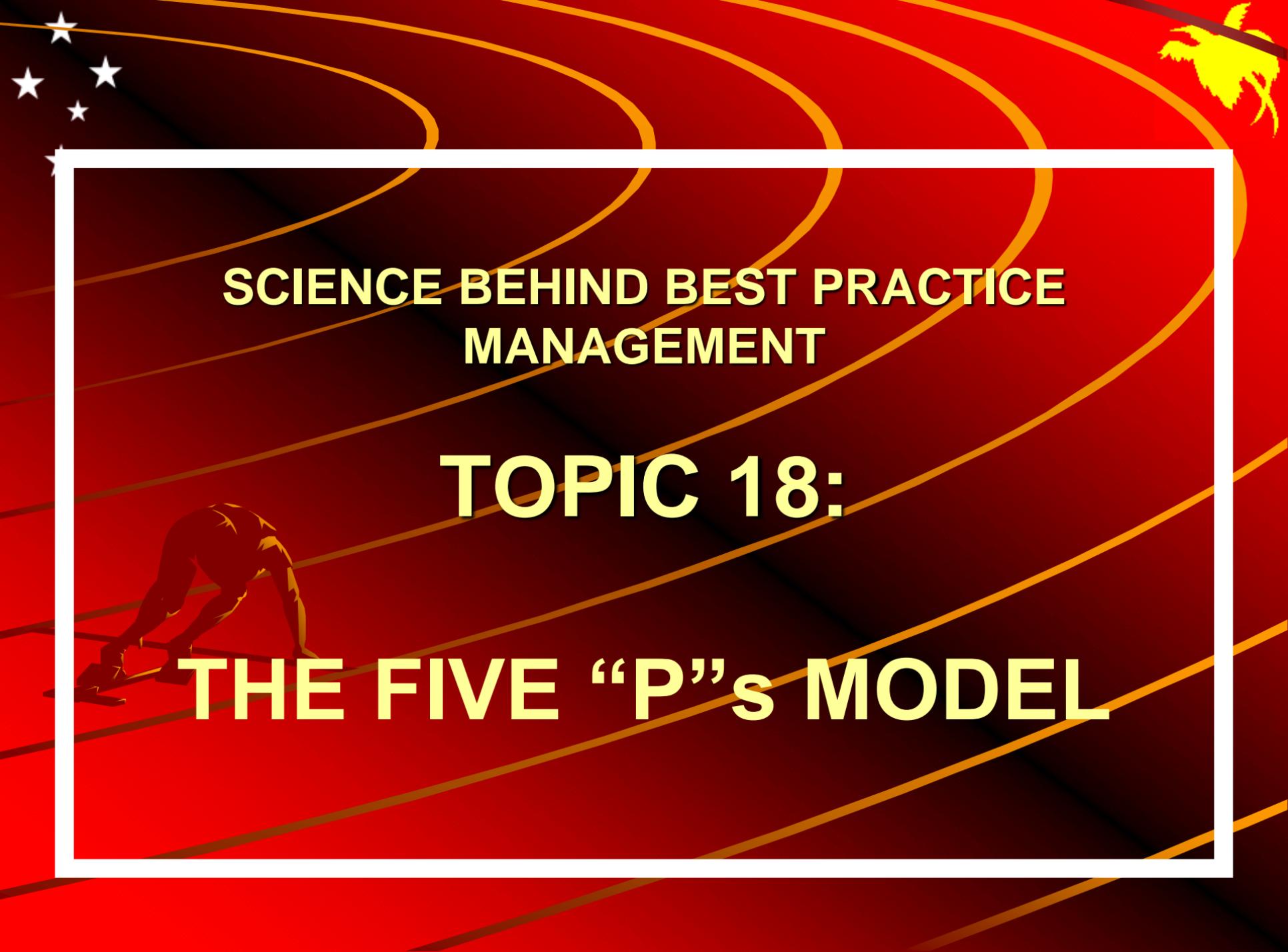
Time-limited

The objective should be traceable. Specific objectives enable time priorities to be set and time to be used on objectives that really matter. Are the time lines you have established realistic? Will other competing demands cause delay? Will you be able to overcome those demands to accomplish the objective you've set in the time frame you've established?

Write Meaningful Objectives

Although the rules are difficult to establish, the following may be useful when writing an objective. Start with an action or accomplishment verb. Identify a single key result for each objective. Give the date of the estimated completion. Be sure the objective is one you can control. To test for validity of SMART objectives, ask yourself the following questions.

- » S = Exactly what is my objective?
- » M = What would a good job look like?
- » A = Is my objective feasible?
- » R = Is my objective meaningful?
- » T = Is my objective traceable?



**SCIENCE BEHIND BEST PRACTICE
MANAGEMENT**

TOPIC 18:

THE FIVE “P”s MODEL



★ TOPIC 18: THE SCIENCE BEHIND THE ★ PRACTICE OF MANAGEMENT.

The Five “P”s Model

The 5 Ps are key marketing elements designed to help you think about your business strategically. Put broadly, marketing is a mix of business activities that aims to build your brand and business in a consistent way. If you want to grow your business, the 5 Ps of marketing can help you think about the different areas of your business can add value and offer a product or service different from your competitors. Working your way through each of the Ps can help you think about which areas of your business you can change or improve on, to help you meet the needs of your target market.

re offering
you selling
this includ

The product element refers to what you are offering as a whole - what exactly are you selling to your customers? This includes the value-added features, branding and packaging as well as service and warranty terms.

★ TOPIC 18: THE SCIENCE BEHIND THE ★ PRACTICE OF MANAGEMENT.

The Five “P”s Model

Price

The price element refers to the way you set prices for your products or services. It generally includes all the parts that make up your overall cost, including the advertised price, any discounts, sales, credit terms or other payment arrangements or price matching services you offer. Your pricing will also depend on your business's position in the market. For example, if you advertise your business as a budget car rental service, your pricing should reflect that choice. If you're looking to grow your business consider if your pricing reflects your business' positioning.



★ TOPIC 18: THE SCIENCE BEHIND THE ★ PRACTICE OF MANAGEMENT.

The Five “P”s Model

Promotion

The promotion element refers to all the activities and methods you use to promote your business and products. This includes sales, public relations, direct marketing and advertising. For example, if you're growing your sports management business, you might add sponsorships to your marketing mix to help promote your business.



★ TOPIC 18: THE SCIENCE BEHIND THE ★ PRACTICE OF MANAGEMENT.

The Five “P”s Model

Place

The place element refers to how you deliver your product or service to your customers. This might include the physical location (e.g. via a shopfront, online or a distributor), delivery methods as well as how you manage your stock levels. For example, you could choose to provide your product from a shopfront, over the internet or through a distributor.



**covers customer
effective
your staff.**

**covers customer
effective
your staff.**

**covers customer
effective
your staff.**

★ TOPIC 18: THE SCIENCE BEHIND THE ★ PRACTICE OF MANAGEMENT.

The Five “P”s Model

Examples - 5 Ps in action

Family restaurant

You might run a restaurant catering to families.

To position your restaurant towards your target market, you might consider having:

product - food catering to fussy eaters

price - affordable prices for families

promotion - advertisements in school newsletters

place - location and opening hours suited to busy, family lifestyles

people - staff that are friendly and accommodating to the needs of parents and children.



**SCIENCE BEHIND
BEST PRACTICE MANAGEMENT**

TOPIC 19:

The 12 Metaphysical Laws



★
★
★
★

★ TOPIC 19: THE SCIENCE BEHIND THE ★ PRACTICE OF MANAGEMENT.

12 Metaphysical Laws

1. Law of Attraction

Everything is connected directly or indirectly to everything

2. The Law of Divine

Everything has a beginning and an end

3. The Law of Vibration

Everything is made of energy and energy can not be destroyed but only used and transferred

4. The Law of Action

Hard work and meaningful action produce consequences both good and bad



★ TOPIC 19: THE SCIENCE BEHIND THE ★ PRACTICE OF MANAGEMENT. 12 Metaphysical Laws

5. Law of Correspondence

What you see outside is the mirror image of the inside.

6. The Law of Cause and Effect

Everything we do has a consequence. We reap what we sow.

7. The Law of Attraction

Like things attract and opposites attract each other. Blood bigots blood.

8. The Law of Compensation

You get back what you give to others

9. The Law of Transmutation Evergy

We have the power to change ourselves



★ TOPIC 19: THE SCIENCE BEHIND THE ★ PRACTICE OF MANAGEMENT.

★ 12 Metaphysical Laws

10. Law of Relativity

The meaning of everything is the meaning of the beholder. The value of everything is determined by demand

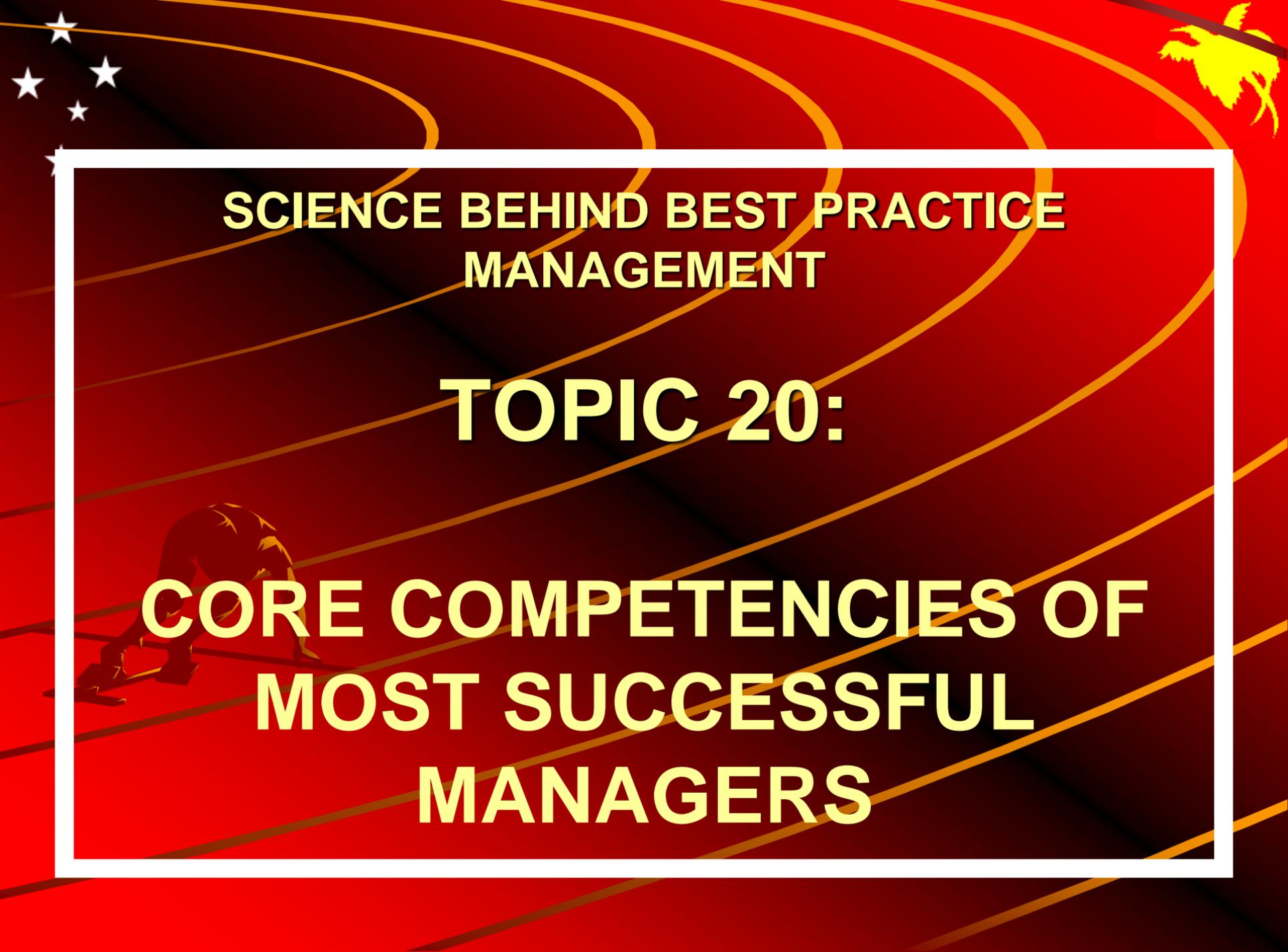
11. The Law of Polarity

Everything has an opposite. Every force has a reaction.

12. The Law of Rhythm

There is a season for everything and a time for every purpose.





**SCIENCE BEHIND BEST PRACTICE
MANAGEMENT**

TOPIC 20:



**CORE COMPETENCIES OF
MOST SUCCESSFUL
MANAGERS**



★ TOPIC 20: CORE COMPETENCIES OF A MANAGER



★ 1. Conflict Resolution

- ★ Having the ability to resolve differences or misunderstanding is one of the critical competencies. Managers must master the art to resolve differences. Setting priorities for other people require an understanding of personal bias and differing or conflicting values.



★ 2. Change

- ★ Change is inevitable. If you cannot change your landscape, someone else will change the landscape for you.



★ 3. Interpersonal communication

- ★ All management does all day should be to empower all his subordinate officers to reach their full potential. The one who cannot talk cannot be the head.

★ ★ ★ TOPIC 20: CORE COMPETENCIES OF A MANAGER

★ 4. Measurements

- ★ There is a saying the facts speak for themselves. Managers to win support need to provide facts and figures to win support. Professional wisdom depends more convincing truths usually from hard data.

★ 5. Decision Making

- ★ Someone once said that it is not maladministration nor mismanagement that is PNG's biggest problem, rather it is lack of management or indecisiveness that causes more problems and good.

★ 6. Meeting Management

- ★ It is a legal requirement that proper meetings are conducted. Meetings at various level ensure high level or critical momentum through an informed and effective workforce. Meeting for the sake of meeting is just a waste of time.

TOPIC 20: CORE COMPETENCIES OF A MANAGER

7. People Styles

- A complicated variable, the human factor cannot be harnessed without stepping on someone's toes. Understanding what makes people tick is a step in the right direction. People are not machines and needed to be treated differently. Understand different personality types: Melancholic, Phlegmatic, Sanguine & Choleric

8. Avoiding Politics

- Stick to the rules and do the right things. The right things will come to your defense when you are in need.

9. Problem Solving

- There is a silver lining under every gloomy cloud. Every problem is a challenge and creates the environment to bring out the solutions. Without the problems, there won't be any solutions.

★ TOPIC 20: CORE COMPETENCIES OF A MANAGER

★ 10. Policies & Procedures

- ★ The foresight, the hindsight and the insight to set out a clear and concise direction that is accepted and respected by the followers, will take the weight

★ 11. Customer & Vendor Relationships

- ★ The customers put bread on our tables. To look after customers is to actually look after ourselves. Without the customers, there is no productive life.

★ 12. Basics of Team Building

- ★ It is the supervisor's job to build and maintain an effective team. Successful supervisors realize that all groups go through development phases, but the most productive teams go through the phases quickly to reach the peak performance. Supervisors, as team leaders, share information, trust others, surrender authority, and understand when to intervene. They participate in setting objectives, defining roles, and managing processes, such as time, disagreements, and change.

★ TOPIC 20: CORE COMPETENCIES OF A MANAGER

★ 13. Time Management

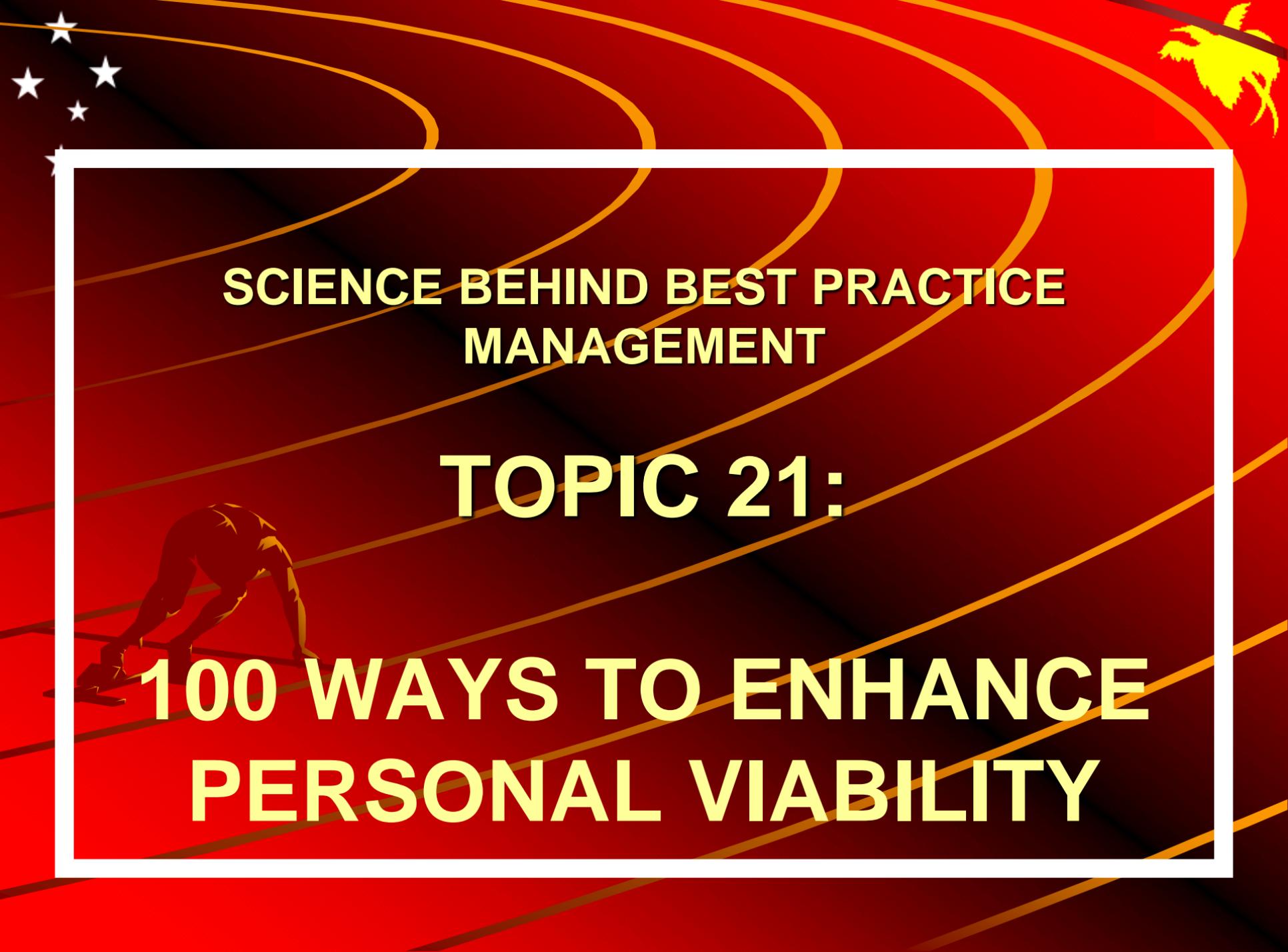
- ★ The one resource all have in equal. The edge one has over another is the difference one can make in a given time.

★ 14. Schedule & Projects Planning

- ★ Job descriptions have an unsure foundation – all work is seasonal and need project managing.

★ 15. Learning & Transformation

- ★ If we are not growing, we are dying. Learning is private – we benefit ourselves.



**SCIENCE BEHIND BEST PRACTICE
MANAGEMENT**

TOPIC 21:

**100 WAYS TO ENHANCE
PERSONAL VIABILITY**



**SCIENCE BEHIND BEST PRACTICE
MANAGEMENT**



TOPIC 22:

FINANCIAL VIABILITY



**SCIENCE BEHIND BEST PRACTICE
MANAGEMENT**



TOPIC 23:

PHYSICAL WELLNESS



★ TOPIC 19: THE SCIENCE BEHIND THE ★ PRACTICE OF MANAGEMENT.

★ 12 Metaphysical Laws

10. Law of Relativity

The meaning of everything is the meaning of the beholder. The value of everything is determined by demand

11. The Law of Polarity

Everything has an opposite. Every force has a reaction.

12. The Law of Rhythm

There is a season for everything and a time for every purpose.





**SCIENCE BEHIND BEST PRACTICE
MANAGEMENT**

TOPIC 24:

**DRUG AND SUBSTANCE
ABUSE**



**SCIENCE BEHIND BEST PRACTICE
MANAGEMENT**

TOPIC 25:



COMPULSIVE GAMBLING



**SCIENCE BEHIND BEST PRACTICE
MANAGEMENT**

TOPIC 26:

**22 MOST COMMON
FRAUDS**

★ TOPIC 26: MOST COMMON FRAUD

◆ ★ Advance Fee Schemes

- ◆ ★ An advance fee scheme occurs when the victim pays money to someone in anticipation of receiving something of greater value—such as a loan, contract, investment, or gift—and then receives little or nothing in return.

◆ Business Fraud

- ◆ Business fraud consists of dishonest and illegal activities perpetrated by individuals or companies in order to provide an advantageous financial outcome to those persons or establishments. Also known as corporate fraud, these schemes often appear under the guise of legitimate business practices.

◆ Counterfeit Prescription Drugs

- ◆ Counterfeit prescription drugs are illegal and may be hazardous to your health. They are fake medicines not produced to the pharmacological specifications of the drugs they claim to be. These counterfeit prescription drugs may be contaminated or contain the wrong ingredients or no active ingredient. They also could have the right active ingredient but with the wrong dosage. Don't be fooled by fake prescription drugs masquerading as legitimate medicines, as using them may worsen your health conditions.

★ ★ ★ TOPIC 26: MOST COMMON FRAUD

★ ★ ★ Credit Card Fraud

- ★ Credit card fraud is the unauthorized use of a credit or debit card, to fraudulently obtain money or property.
- ★ Credit and debit card numbers can be stolen from unsecured websites or can be obtained in an identity theft scheme.

★ ★ ★ Fraud Against Seniors

- ★ Senior citizens should be especially aware of fraud schemes targeting their lifestyle and savings and follow a series of tips to protect themselves and their family members from fraud.

★ ★ ★ Fraudulent Cosmetics and "Anti-Aging" Products

- ★ The volume of counterfeit cosmetics is on the rise. The Internet has given consumers widespread access to health and beauty products—some labeled with "anti-aging" properties—that they don't know are fake.

★ TOPIC 26: MOST COMMON FRAUD

Funeral and Cemetery Fraud

Prepaid funeral services, provide a window of opportunity for unscrupulous operators to overcharge expenses and list themselves as beneficiaries.

Many people nowadays enter into contracts to prearrange their funerals and prepay some or all of the expenses involved, to ease the financial and emotional burdens on their families. Laws in individual states regulate the industry, and various states have laws to help ensure that these advance payments are available when they are needed.

Health Care Fraud or Health Insurance Fraud

Health care-related schemes attempt to defraud private or government health care programs, which usually involve health care providers, companies, or individuals. These schemes may include offers for (fake) insurance cards; health insurance marketplace assistance; stolen health information; or medications, supplements, weight loss products, or pill mill practices.

Identity Theft

Identity theft occurs when someone assumes your identity to perform a fraud or other criminal act. Criminals can get the information they need to assume your identity from a variety of sources, including by stealing your wallet, rifling through your trash, or by compromising your credit or bank information. They may approach you in person, by telephone, or on the Internet and ask you for the information.

★ TOPIC 26: MOST COMMON FRAUD

Internet Auction Fraud

Consumers are strongly cautioned against entering into Internet auction transactions with subjects exhibiting irregular behaviour or making odd payment requests.

Internet Fraud

Internet fraud is the use of Internet services or software with Internet access to defraud victims or to otherwise take advantage of them. Internet crime schemes steal millions of dollars each year from victims and continue to plague the Internet through various methods.

Investment Fraud

Investment fraud is an offer using false or fraudulent claims to solicit investments or loans, or providing for the purchase, use, or trade of forged or counterfeit securities.

★ TOPIC 26: MOST COMMON FRAUD

★ Letter of Credit Fraud

Letters of credit frauds are often attempted against banks by providing false documentation to show that goods were shipped when, in fact, no goods or inferior goods were shipped.

★ Market Manipulation ("Pump and Dump") Fraud

Market manipulation fraud—commonly referred to as a "pump and dump"—creates artificial buying pressure for a targeted security, generally a low-trading volume issuer in the over-the-counter securities market largely controlled by the fraud perpetrators. This artificially-increased trading volume has the effect of artificially increasing the price of the targeted security (i.e., the "pump"), which is rapidly sold off into the inflated market for the security by the fraud perpetrators (i.e., the "dump"). This results in illicit gains for the perpetrators and losses for innocent third-party investors. Typically, the increased trading volume is generated by inducing unwitting investors to purchase shares of the targeted security through false or deceptive sales practices and/or public information releases.

★ TOPIC 26: MOST COMMON FRAUD

★ Nigerian Letter or "419" Fraud

- ★ Nigerian letter frauds combine the threat of impersonation fraud with a variation of an advance fee scheme in which a letter mailed, or e-mailed, from Nigeria offers the recipient the "opportunity" to share in a percentage of millions of dollars that the author—a self-proclaimed government official—is trying to transfer illegally out of Nigeria. The recipient is encouraged to send information to the author, such as blank letterhead stationery, bank name and account numbers, and other identifying information using a fax number given in the letter or return e-mail address provided in the message. The scheme relies on convincing a willing victim, who has demonstrated a "propensity for larceny" by responding to the invitation, to send money to the author of the letter in Nigeria in several installments of increasing amounts for a variety of reasons.

★ TOPIC 26: MOST COMMON FRAUD

★ Non-Delivery of Merchandise

- ★ Non-delivery of merchandise is a scheme most often linked to Internet auction fraud, in which a seller on an Internet auction website accepts payment for an item yet intentionally fails to ship it. Sellers like these sometimes will relist the item and attempt to sell it again through a different username.

★ Ponzi Schemes

- ★ “Ponzi” schemes promise high financial returns or dividends not available through traditional investments. Instead of investing the funds of victims, however, the con artist pays “dividends” to initial investors using the funds of subsequent investors. The scheme generally falls apart when the operator flees with all of the proceeds or when a sufficient number of new investors cannot be found to allow the continued payment of “dividends.”

★ TOPIC 26: MOST COMMON FRAUD

★ Prime Bank Note Fraud

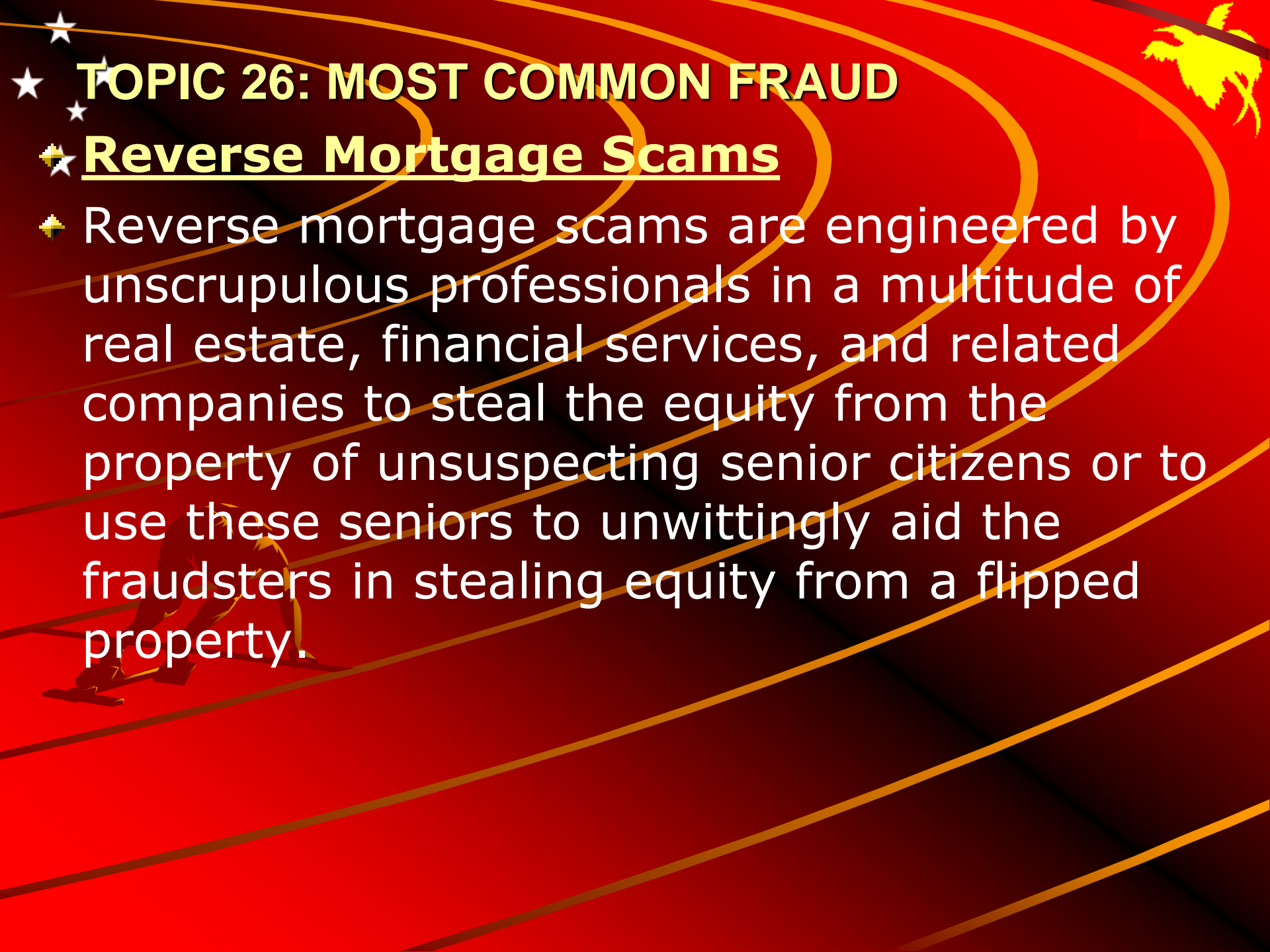
- ★ The purpose of these frauds is generally to encourage the victim to send money to a foreign bank, where it is eventually transferred to an off-shore account in the control of the con artist. From there, the victim's money is used for the perpetrator's personal expenses or is laundered in an effort to make it disappear.

★ Pyramid Schemes

- ★ As in Ponzi schemes, the money collected from newer victims of pyramid schemes is paid to earlier victims to provide a veneer of legitimacy. In pyramid schemes, however, the victims themselves are induced to recruit further victims through the payment of recruitment commissions.

★ Redemption / Strawman / Bond Fraud

- ★ This scheme predominately uses fraudulent financial documents—often referred to as “bills of exchange,” “promissory bonds,” “indemnity bonds,” “offset bonds,” “sight drafts,” or “comptrollers’ warrants”—that appear to be legitimate.



★ TOPIC 26: MOST COMMON FRAUD

★ Reverse Mortgage Scams

- ★ Reverse mortgage scams are engineered by unscrupulous professionals in a multitude of real estate, financial services, and related companies to steal the equity from the property of unsuspecting senior citizens or to use these seniors to unwittingly aid the fraudsters in stealing equity from a flipped property.



**SCIENCE BEHIND BEST PRACTICE
MANAGEMENT**

TOPIC 27:

**BEFORE I RETIRE
AND DIE**



★ TOPIC 18: THE SCIENCE BEHIND THE ★ PRACTICE OF MANAGEMENT.

The Five “P”s Model

The 5 Ps are key marketing elements designed to help you think about your business strategically. Put broadly, marketing is a mix of business activities that aims to build your brand and business in a consistent way. If you want to grow your business, the 5 Ps of marketing can help you think about the different areas of your business can add value and offer a product or service different from your competitors. Working your way through each of the Ps can help you think about which areas of your business you can change or improve on, to help you meet the needs of your target market.