

# HUMAN RESOURCE MANAGEMENT TRAINING

VENUE: Kedah | Date: 23 & 24 Aug 2017 | Time: 9:30am – 5:30pm



Employees are an important and valuable asset compared with other sources within the organization. More and more organizations today face a dynamic and changing environment that, in turn, requires these organizations to adapt. Maintaining organizational health on a regular basis is one of key ingredients for achieving corporate success.

## WHO SHOULD ATTEND

- Anyone involved in the Human Resources Department such as Manager, Executive, Director, Supervisor, Clerk
- Secretary, Personal Assistant, Office Administrator.
- Business owner, entrepreneurs
- Anyone interested to join HR Department

## COURSE OBJECTIVES

At the end of the course, participants will be able to:

- Know the concept of human resource management
- Able to create HR planning schedule
- Able to create Training & Development and succession plan
- Able to create Key Performance Indicator documentations (questionnaire, interview sessions)
- Able to create program for safety & health at the workplace
- Able to manage employee discipline and understand domestic inquiry procedures
- Able to handling sexual harassment case
- Managing compensations & benefits

## COURSE CONTENTS

### PART 1: INTRO TO HR MANAGEMENT

- A. History, Current Practice, Future
- B. Self-Assessment for understanding HRM

### PART 2: HR PLANNING, RECRUITMENT, SELECTION, PLACEMENT & INDUCTION

- A. HR Planning
- B. Job Analysis, Job Description And Specification
- C. Recruitment
- D. Selection
- E. Placement

### PART 3: HR DEVELOPMENT & SUCCESSION PLAN

- A. Developing TNA
- B. Issues & Problem, and solution
- C. Succession plan

### PART 4: PERFORMANCE MANAGEMENT

- A. Performance Appraisal System
- B. Implementing Key Performance Indicators (KPI)
- C. Monitoring Employee Performance

**PILAH TRAINING** (NS0115006-X)

No. 642 Jalan Baiduri 3, Taman Bukit Intan, 72000 Kuala Pilah, Negeri Sembilan

Mobile No: +60196103684 | E-mail: admin@pilahtraining.com | <http://pilahtraining.com> | <https://facebook.com/PilahTraining>

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## PART 5: COMPENSATION & BENEFITS

- A. Managing Compensation
- B. Managing Employee Benefits

## PART 6: SAFETY AT THE OFFICE

## PART 7: HANDLING SEXUAL HARRASSMENTS

- A. Problem faced by victims
- B. Prevention of sexual harassment
- C. Procedures

## PART 8: MANAGING EMPLOYEE DISCIPLINE

- A. Termination & dismissal
- B. Type of misconducts
- C. Domestic Inquiry Procedures



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**TRAINING DURATION:** 2 days

## REGISTRATION & PAYMENT

To join this training, please complete the Registration Form attached, scan and email the completed form to our email – [admin@pilahtraining.com](mailto:admin@pilahtraining.com)

Normal training fee is RM1,300 per person.

**PROMOTION: Please refer to Registration Form on the next page.**

Training fee includes:

- Certificate of Attendance
- Training materials
- Notes
- Writing materials
- Drinking water with mints
- Morning tea/coffee
- Lunch
- Afternoon tea/coffee

Full payment for training fee is required together with the registration. Please make payment via direct bank-in or electronic fund transfer to:

**Bank : CIMB Bank Berhad**

**Acc holder : PILAH TRAINING**

**Acc no : 8006999577**

**SWIFT Code : CIBBMYKL**

**Branch : Kuala Pilah, Negeri Sembilan**

Notify us immediately with the payment slip attached.

**Training fee is NOT claimable from HRDF.**

## OTHER INFORMATION

- Accommodation and transportation are not provided.
- Training material will be in English. Lecture & activities will be in English & Malay.
- Training methods: lecture, group discussion, presentation, role play, video and contents sharing.
- Please bring own electronic storage (thumb drive/portable hard disk etc.)

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**REGISTRATION FORM** | To book your place on the training, please complete this Registration Form and e-mail it back to us. Your place is confirmed upon full payment made. Our e-mail is [admin@pilahtraining.com](mailto:admin@pilahtraining.com).

NORMAL TRAINING FEE: **RM1,300 per person** (**NON-CLAIMABLE FROM HRDF**) includes certificate of attendance, notes, training materials, morning tea/coffee, lunch, afternoon tea/coffee.

## **PROMOTION:**

- EARLY REGISTRATION PAYMENT:** 10% discount if payment made three weeks before the training date.
- GROUP DISCOUNT:** 5% discount on 3 or more participants.

**Company/Organization Name:** \_\_\_\_\_

**Full Address:** \_\_\_\_\_

## **Person Making this Booking**

Full Name: \_\_\_\_\_ Position: \_\_\_\_\_

E-mail: \_\_\_\_\_ Tel No: \_\_\_\_\_

## **Person Responsible for Invoice (if different from above)**

(We will e-mail the invoice once we received this completed enrollment form)

Full Name: \_\_\_\_\_ Position: \_\_\_\_\_

E-mail: \_\_\_\_\_ Tel No: \_\_\_\_\_

## **Participant(s) Details (Person attending the training)**

(To register additional participant, please complete the information on separate enrollment form)

Name: \_\_\_\_\_ Position: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Disability (if any): \_\_\_\_\_ Vegetarian:  YES  NO

## **Authorized by:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

E-mail: \_\_\_\_\_

Tel No: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

**PAYMENT TERMS AND CONDITIONS** Full payment must be made together with the registration. For an organization who needs invoice for payment purposes, an invoice, including our banking details, will be issued once your completed registration form has been received. Full payment must be received at least 7 days before the event date.

**CANCELLATION AND TRANSFER POLICY** Full refund for cancellations received four weeks prior to the course. A substitute delegate is welcome for delegates who have already booked and paid.

PILAH TRAINING reserves the right to cancel or postpone the event, in which case delegates will be refunded in full but shall not otherwise be entitled to any compensation, costs, travel expenses, losses or damages arising from such cancellation.

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