

HUMAN RESOURCE MANAGEMENT TRAINING

VENUE: Kelantan | Date: 19 & 20 July 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

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.

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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E-Mail: _____ Mobile No: _____

Disability (if any): _____ Vegetarian: YES NO

Name: _____ Position: _____

E-Mail: _____ Mobile No: _____

Disability (if any): _____ Vegetarian: YES NO

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