

## HRM for Line Managers & Non-HR



### OBJECTIVE

Provides understanding and exposure of today's human resource practices in the changing business environment. It explores participants into various functions and responsibilities, essential elements/factors, knowledge needed, the challenges and the its implications in managing people to meet organization goals.



<b>Klang Valley</b> Armada Hotel, PJ <b>25<sup>th</sup> – 26<sup>th</sup> July 2016</b>	<b>Nothern Region</b> KISMEC, Kulim Date to be announce based on response	<b>Southern Region</b> Good Hope Hotel, JB Date to be announce based on response
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### OUTLINE

#### DAY 1 (9.00am – 5.00pm)

- **Overview of HR Functions in today's Business Context**  
Role & Responsibilities of HRM
- **Roles of Line Managers in Managing People**  
Coaching & Mentoring, Employee Work Performance, Motivation & Teamwork
- **Understanding HR Planning, Recruitment & Selection Process**  
Manpower Planning, Recruitment, Interview & Selection, Succession Planning
- **Employee Compensation & Benefits**  
Job Analysis, Job Description & KPI, Performance Appraisal & Counseling

#### DAY 2 (9.00am – 5.00pm)

- **Employment Law & The Applications**  
Parties to An Employment Contract  
Compulsory Provisions under the Law  
Staff Discipline & Disciplinary Procedures  
Domestic Inquiry  
Handling Poor Performers  
Termination  
Counseling and Grievance Handling
- **Managing Workplace Issues**  
Role of Industrial Safety & Security in an organization  
Company's Safety and environmental policy  
Security & the Law

### WHO SHOULD ATTEND

Head of Department/Line Managers/Finance Head/ Executive/ Training & Development Executive/Officer/ Supervisor OR Any other Personnel who have staff responsibilities OR interested to explore into HR functions.

### TERMS & CONDITIONS

If you are unable to attend, a substitute delegate is welcome to attend in your place at no additional charge. A full refund, less 10% administrative charges, will be given if cancellation is received in writing at least 7 days prior to the program. No refund can be made for cancellation received less than 7 days prior to the program.

### COURSE FEE

**RM1100 + 6% GST per person** (MIHRM Member)  
**RM1200+ 6% GST per person** (Others)

*A Discount of 10% for group registration of 3 persons or more from same organization. Fee includes course handouts, refreshments, lunch and certificate of attendance.*

## REGISTRATION FORM



MIHRM is a class A training provider (serial number: 3215)

Date of Training		GST Number	
Membership No.		Email Address	
Name		Tel No. (office)	
Company		(fax)	
Designation		(mobile)	
Address		Contact Person	

Enclosed cheque No./bank draft \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_\_\_ participant(s).  
 (Payment made payable to "Malaysian Institute of Human Resource Management" CIMB a/c : 800 23 24 212)