

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.



Klang Valley Armada Hotel, PJ 25th – 26th July 2016	Nothern Region KISMEC, Kulim Date to be announce based on response	Southern Region Good Hope Hotel, JB Date to be announce based on response
---	---	--

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)