



PROFESSIONAL CERTIFICATION AND CONFERMENT AS

CERTIFIED HUMAN RESOURCE OFFICER

This Professional course provides comprehensive training in Human Resource Management. This course equips the participants with appropriate knowledge, skills and techniques to perform Human Resource functions and responsibilities in an organization. The course has been endorsed by MIHRM National HR Leaders of Malaysia and past graduates have attained progressive careers in the industry

Malaysian Institute of Human Resource Management is a member of the World Federation of People Management and Asia Pacific Federation of Human Resource Management

ADMISSION REQUIREMENTS

1 year working experience in any field and SPM/MCE with credit in any 3 subjects.

*Note:

Work experience of applicants, particularly in Human Resource /Administration functions will be considered for admission requirements.

COURSE SCHEDULE

3.5 months (Part -Time)
Saturdays & Sundays
9.00am – 5.00pm (Alternate weekends)

COURSE ASSESSMENT

100 % assessment based

MEDIUM OF INSTRUCTION

This program is conducted in the English Language.

COURSE FEE

RM3,500.00 per participant
(Peninsular Malaysia),

OR

RM 4,500 per participants
(Sabah & Sarawak)

Registration Fee : RM275.00 per participant
[Inclusive of lecture fees, course notes, books and MIHRM membership]

AWARD OF CERTIFICATION

Upon successful completion of the program, participants will be conferred the dual certification:

- Professional Certificate in Human Resource Management
- CERTIFIED HUMAN RESOURCE OFFICER

COURSE STRUCTURE

Module	Topic	Duration
Module 1	Principles & Functions of HR Management & Organization Behaviour	16 hours
Module 2	Employment	16 hours
Module 3	Training & Development	16 hours
Module 4	Compensation, Benefits & Appraisals	16 hours
Module 5	Employee Relations	32 hours
Module 6	OSHA and SOCSO	16 hours

The program has 6 modules. Upon completion of each modules there will be a written assessment test.

**NOTE

Mode of payment : By cash / cheque / bank draft
Payment by company sponsorship shall be in a lump sump via cheque or bank draft.
Installment plan is provided for self- sponsored participants.

Please liaise with the course coordinator for details.

REGISTRATION PROCEDURE

1. Complete the Registration Form and submit to MIHRM with RM275.00 as Registration Fee. (Registration Form is available from our website.)
2. Payment of Course Fees shall be made on or before commencement of the program.
3. Mode of Payment : Cheque, money order, bank draft; payable to "Malaysian Institute of Human Resource Management".
CIMB Bank Berhad : Account No: 8002324212 (For confirmation, please fax "Bank-in Slip" to MIHRM via fax no: 03-79554076)

