



MALAYSIAN INSTITUTE OF HUMAN RESOURCE MANAGEMENT

MIHRM is a member of the World Federation of People Management & Malaysia's HR Professional Body

CERTIFICATE IN HR MANAGEMENT



In this continuously changing world, it is people who determine the success of organizations. The intensive program is designed to provide participants the knowledge required to perform HR functions effectively thus assuring the enhancement of peoples' value to the organization.

Klang Valley
-Armada Hotel, PJ
-Date to be announce based on response

Northern Region
-KISMEC, Kulim
-Date to be announce based on response

Southern Region
-Good Hope Hotel, JB
-Date to be announce based on response

DAY 1:

Principles & Functions of HRM

- The Human Factor & Management
- Duties & Functions of the HRM Dept.
- Challenges Facing HRM
- HRM Skills & Competencies

DAY 2:

Employment

- HR Planning & Talent Sourcing
- Recruitment, Interview & Selection
- Succession Planning
- Career Development

DAY 3:

Compensation, Benefit & Appraisal

- Job Analysis, Job Descriptions & Job Specifications
- KPI & Competency
- Compensation, Salary and Benefits
- Performance Assessment

DAY 4:

Training & Development

- Training Needs Analysis
- Designing Training Programs
- Evaluation of Training Programs

DAY 5:

Employee Relations

- Employment Act 1955
- Trade Union Act 1959
- IR in Malaysia/ IR Act 1967
- Domestic Inquiry, Disciplinary Procedures
- Grievance Handling Procedures

WHO SHOULD ATTEND

HR Managers/Executives
Head of Departments
Anyone who is involved in people management.

COURSE FEE

RM 2200 + 6% GST(Member)
RM 2300 + 6% GST (Others / Non-Members) per participant
OR
RM 550 + 6% GST (Member) per day
RM 650 + 6% GST (Others) per day per participant
Fee inclusive course materials, refreshments, lunch and certificate of attendance.

REGISTRATION FORM



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

Please register me for .

Date of Training:

Membership No.

Name

Company

Designation

Address

Email Address

Tel No. (office)

(fax)

(mobile)

Contact Person

Enclosed cheque No./bank draft _____ for RM _____ being payment for _____ participant(s).
(Payment made payable to "Malaysian Institute of Human Resource Management") Mode of Payment: Cheque, money order, bank draft; payable to "Malaysian Institute of Human Resource Management" or Cash/ Direct Bank in to MIHRM Bank Account : CIMB Bank Berhad- Account No: 800 2324 212
[Please fax "Bank-in Slip" to MIHRM via fax no: 03-79554076]



Malaysian Institute of Human Resource Management(MIHRM)
K2 Upper Ground Floor, Bangunan Khas Lorong 8/1 E (off Jalan Barat) 46050 Petaling Jaya, Selangor
Tel: 03-79556536 Fax: 03-79554076 Email: public-programme@mihrm.com Web: www.mihrm.com