

Certificate in Talent Management



This course provides knowledge and skills in implementing the employment process. Under such circumstances, there is a clear need to hire not only the best but also the right employee, retain them with a focus on the methodology that is proven and cost-effective.

OUTLINE

Day 1

- HR Planning
- Labor market conditions/ supply & demand
- Mobility of Labor Types of employment
- Potential assessment
- Career planning Talent Sourcing Describing the job profile
- Developing selection criteria
- Sources of labor
- Short listing & pre-interview processes

Day 2

- An Introduction to Behavioral Interviews
- A Behavioral Approach
- Develop Behavioral Questions
- Exercise on Writing Behavioral Questions
- Reviewing Questions/Applications & Resumes
- Determine Interview Format
- Conducting the Interview
- Conducting Behavioral Skills Test

Klang Valley -Armada Hotel, PJ -Date to be announce based on response	Nothern Region -KISMEC, Kulim -Date to be announce based on response	Southern Region -Good Hope Hotel, JB -Date to be announce based on response
--	---	--

FOR WHOM

Recruitment Officer / HR Executive / HR Practitioners / Line Managers/ Supervisors

COURSE FEE

RM1100 + 6% GST (Member)
per person

RM1200 + 6% GST (Others) per person

FACILITATOR

An experienced HR Consultant / Practitioner with various industries background.

CANCELLATIONS & TRANSFER

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.



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

REGISTRATION FORM

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 "The Malaysian Institute of human Resource Management/ CIMB Bank : 800 2324 212)