



PROFESSIONAL DIPLOMA AND CONFERMENT AS

# CERTIFIED HUMAN RESOURCE MANAGER

This professional programme is designed to provide an advance level knowledge, for management of human resources in an organization. It offers good blend of theories, practices and case studies in the management of human resources to meet the growing demand for competent HR Professionals. The course has been endorsed by MIHRM National HR Leaders of Malaysia and past graduates have attained successful 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

A Professional Certificate in HR Management from MIHRM or any other professional institution

OR

Possess a Degree / Diploma in any discipline from any recognized University, with at least a year of working experience at executive level in HR

OR

Practicing human resource professionals/practitioners with at least 3 years experience at executive level and above.

## COURSE ASSESSMENT

Assessment Tests & Project Paper

## TOPICS

Module	Topic	Duration
Module 1	Principles & Practice of Management & Org. Behavior	32 hours
Module 2	HR Metrics, HR Planning & Recruitment	32 hours
Module 3	Training & Development	32 hours
Module 4	Compensation & Benefits	32 hours
Module 5	Employee Relations	48 hours
Module 6	OSHA & SOCSO	32 hours

There will be an assessment test upon completion of each module.

### Project Paper

Participants must obtain a grade of at least PASS in all modules to qualify for the full Certification

## DURATION

12 months (Part Time)

Schedule:

Saturdays & Sundays

9.00am – 5.00pm (Alternate weekends)

## AWARD OF CERTIFICATION

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

1. Professional Diploma in Human Resource Management
2. CERTIFIED HUMAN RESOURCE MANAGER (PROVISIONAL)\*

## COURSE FEE

Course Fee :

RM 8,500.00 per participant +6% GST (Peninsular Malaysia)

RM 10,500.00 per participant +6% GST (Sabah and Sarawak)

Registration Fee : RM275.00 per participant +6% GST

[ Inclusive of lecture fees, course notes, examinations , MIHRM membership and kit ]

### NOTE :

Mode of payment : By cash / cheque / bank draft

- Payment by company sponsorship shall be in lump sum 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 +6% GST as Registration Fee. (Registration Form is available from our website)
2. Payment of Course Fee 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]