



MALAYSIAN INSTITUTE OF HUMAN RESOURCE MANAGEMENT

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



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



•MIHRM is a Class A Training Provider (serial no. 3215) and is globally recognized as Malaysia's Professional HR Body

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 DURATION

3 .5 months -Part Time

Schedule:

Saturday's & Sunday's
(Alternate Weekends)

9.00 a.m - 5.00p.m

COURSE ASSESSMENT

100% Assessment based.

Assessment test upon completion of each module

Module	Topic	Duration
Module 1	Principles & Functions of HR Management & OB	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 & SOCSO	16 hours

COURSE STRUCTURE

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

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 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]

MEDIUM OF INSTRUCTION

This program is conducted in the English Language.

AWARD OF CERTIFICATION

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

1. Professional Certificate in Human Resource Management
2. CERTIFIED HUMAN RESOURCE OFFICER

COURSE FEE

Course Fee : RM3,500.00 per participant +GST (Peninsular Malaysia)

RM 4,500 per participants +GST (Sabah & Sarawak)

Registration Fee : RM275.00 per participant [Inclusive of lecture fees & course notes.]

NOTE :

Mode of payment :

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

Please liaise with the course coordinator for details.

