



# MALAYSIAN INSTITUTE OF HUMAN RESOURCE MANAGEMENT

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

CERTIFIED T&D MANAGER



PROFESSIONAL CERTIFICATION AND CONFERMENT AS

# CERTIFIED TRAINING & DEVELOPMENT MANAGER

The program is designed to provide in-depth applied skills for professionals assigned to manage training and development functions and offers an extensive blend of theories and practices in this field. The program serves as an excellent forum for participants to obtain wider insight into the broad spectrum encompassing training and development.

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

Professional Diploma in HR Management from MIHRM or its equivalent, with working experience in the area of Training & Development.

OR

Possess a Degree in any discipline from recognized University, with at least a year of working experience at executive level in the area of Training & Development.

OR

Practicing human resource professionals/ practitioner at executive level and above for more than 3 years in the area of Training & Development.

OR

Individual who are interested in acquiring in-depth knowledge of Training & Development and who are considered suitable by the Program Director.

## COURSE SCHEDULE

Duration : 6 months

Schedule : One Weekend/per month

Saturday & Sunday (9.00am to 5.00pm)

## COURSE ASSESSMENT

Examination, Assignment & Project Paper Presentation

## MEDIUM OF INSTRUCTION

The program would be conducted in English Language and therefore proficiency in that language is essential.

## THE FACULTY

The faculty will comprise of experts in the field of Training & Development and will include leading practitioners, consultants, academics and lawyers

## COURSE FEE

Course Fee : RM4,500.00 per participant + 6% GST (Peninsular Malaysia)  
RM5,500.00 per participant + 6% GST (Sabah and Sarawak)

Registration Fee : RM500.00 + 6% GST per participant

[ Inclusive of course notes and examinations ]

Installment plan is provided for self-sponsored participants.

Please liaise with the course coordinator for details.

## COURSE OUTLINE

The objective of the program is to equip participants with the right knowledge and skills. It will enhance creativity and innovation in managing training & development functions.

## AWARD OF CERTIFICATION

Upon successful completion of the program, participants will be accorded recognition as "Certified Training & Development Manager" by Malaysian Institute of Human Resource Management (MIHRM)

## COURSE STRUCTURE

Unit	Scope of Coverage	Duration
1	Managing Learning & Development Function	16 hours
2	Training Process & Theories	16 hours
3	Approaches & Techniques to Training Need Analysis	16 hours
4	Learning Design & Development	16 hours
5	Training Delivery & Evaluation	16 hours
6	Monitoring Learning Effectiveness & Measuring Return on Investment	16 hours
7	Project Paper	3 months



## REGISTRATION & ENQUIRY

1. Complete the Registration Form and submit to MIHRM with RM500.00 + 6% GST as Registration Fee.

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" or Cash/ Direct Bank in to MIHRM Bank Account:

CIMB Bank Berhad- Account No: 8002324212.

[Please fax "Bank-in Slip" to MIHRM via fax no: 03-79554076] Registration Form is available at our website