



CERTIFIED HUMAN RESOURCE OFFICER BY DISTANCE LEARNING



MIHRM is an Approved Training Provider under PSMB & a member of the World Federation of People Management

COURSE OUTLINE

Module 1	Principles & Functions of HR Management
Module 2	Organizational Behaviour
Module 3	HR Planning and Behaviour
Module 4	Compensation, Benefits and Appraisal
Module 5	Training & Development

MODULE 6	Employment Act 1955
MODULE 7	Trade Union & Employer Organizations
MODULE 8	Industrial Relations
MODULE 9	Health, safety & Environment
MODULE 10	Social Security Act

PROGRAM SYNOPSIS

This Professional course provides comprehensive training in Human Resource Management. The 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.

ADMISSION REQUIREMENT

1 year working experience in any field and SPM/MCE with credit in any 3 subjects.

COURSE DURATION

Around 4 months

REGISTRATION FORM

Name	<input type="text"/>
Designation	<input type="text"/>
Tel No.	<input type="text"/>
Email	<input type="text"/>

COURSE STRUCTURE

There will be assignments for each module. Upon completion of the 10 modules there will be a written exam

COURSE FEE

RM 3775 + 6 % GST

REGISTRATION

Register online at www.mihrm.com.

1. Complete the Registration Form and submit to MIHRM.
2. Payment of Course Fee shall be made or before commencement of the program.
3. Mode of Payment: Cash, Cheque, Bank Draft made payable to MALAYSIAN INSTITUTE OF HUMAN RESOURCE MANAGEMENT, CIMB-8002324212.

CONFERMENT OF CERTIFICATE

Upon successful completion of the program, participants will be conferred the Professional Certificate in Human Resource Management and the Certified Human Resource Officer.