



MALAYSIAN INSTITUTE OF HUMAN RESOURCE MANAGEMENT

Malaysia's Human Resource Professional Body and Recognized by the International Community

proudly presents the

CERTIFIED HUMAN RESOURCE OFFICER

AS A DUAL CAREER FOR GRADUATES IN BUSINESS, IT, LAW, FINANCE, MARKETING AND SOCIAL SCIENCES

OUR AFFILIATIONS:



MALAYSIAN INSTITUTE OF HUMAN RESOURCE MANAGEMENT

K2 Upper Ground Floor, Bangunan Khas, Lorong 8/1E

(off Jalan Barat), 46050 Petaling Jaya, Selangor

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CERTIFIED HUMAN RESOURCE OFFICER

Course Objectives

To prepare graduates for an enriching career in HR Management and upon successful completion of the program, participants will possess:

- Professional & practical knowledge in human resource management
- Ability to apply the skills, tools & techniques and best practices in their working environment as required in the HR profession.

COURSE STRUCTURE

The program consists of **10** modules.

| Module | Topic | Duration |
|--------|---|----------|
| 1 | Principles & Functions of HR Management | 8 hrs |
| 2 | Organizational Behavior | 16 hrs |
| 3 | HR Planning, Recruitment & Selection | 16 hrs |
| 4 | Compensation, Benefits & Appraisals | 16 hrs |
| 5 | Training & Development | 16 hrs |
| 6 | Employment Act 1955 | 16 hrs |
| 7 | Trade Union Act 1959 | 8 hrs |
| 8 | Industrial Relations Act 1967 | 16 hrs |
| 9 | Health, Safety & Environment | 8 hrs |
| 10 | Social Security Act | 8 hrs |



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

DURATION & ASSESSMENT

128 hours. One assignment after each module.

Final Examination upon the completion of all modules.

ACCREDITATION

Award of Certification:

- ✓ **Stage 1** Upon successful completion of the learning program, participants will be conferred the “**CERTIFIED HUMAN RESOURCE OFFICER (PROVISIONAL)**” certificate.
- ✓ **Stage 2** Upon securing employment as well as acquiring the relevant working experience (after confirmation in their employment) and successful completion of the action learning presentation, the participant will be conferred the full “**CERTIFIED HUMAN RESOURCE OFFICER**” certificate.

COURSE FORMAT

Medium of Instruction:

English Language

COURSE MATERIAL SUPPORT

- Course notes and reading materials references
- Facilitation, Coaching and guided discussion
- Industrial and Practical Case Studies

FEE PER STUDENT

- Course fee: RM 3500.00
- Registration fee: RM 275.00

Registration

(Payments are inclusive of lecture fees, course notes, exam & MIHRM membership)

Mode of Payment: Cash/Cheque

Payable to account CIMB 8002324212

