

CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

for HR Executives, HR Managers and Managers

Date : 13 - 17 January 2025 (5 Days)
5 - 9 May 2025 (5 Days)
4 - 8 August 2025 (5 Days)
Time : 9.00 am - 5.00 pm
Mode : Face-to-Face
Venue : Klang Valley, Seksyen 8, Petaling Jaya (MIHRM)
Price (RM) : RM 4,800.00 (Member) | RM 5,400.00 (Non-Member)
**Prices exclusive of 8% SST*

OBJECTIVE

- To establish a foundational understanding of organisational management, defining human resource management and its organisational significance.
- To comprehend job analysis procedures and recruitment processes, ensuring the selection of suitable candidates.
- To develop Training Needs Analysis (TNA) and implement organisational development strategies to enhance employee competencies for a competitive edge.
- To conduct job evaluations, emphasising factors and internal/external equity ratios to address variations.
- To provide participants with a fundamental understanding of the Employment Act 1955, its amendments, and related regulations, emphasising interpretation and application.

INTRODUCTION

This comprehensive 5-day course in Human Resource Management is designed to equip participants with essential skills and knowledge crucial for effective HR practices. Each day is tailored to address key aspects of HR, covering foundational concepts, recruitment strategies, training and development, compensation management, and compliance with employment laws. Throughout the programme, participants will delve into organisational behaviour, recruitment processes, and strategies for talent development. We will guide you through the intricacies of job analysis, training needs analysis, and job evaluation, preparing you to administer appraisal systems and ensure internal and external equity. The final day focuses on a crucial understanding of the Employment Act 1955 and its amendments, emphasising interpretation and practical application. Join us for a comprehensive journey that combines theory with hands-on application, providing you with the skills to excel in various HR functions and contribute effectively to your organisation's success!

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COURSE CONTENT

DAY 1

9.00AM – 5.00PM

Management and Organisation

- Principle of management.
- Context of HR management.
- Environment and factors influencing organisation.

The Context of HR Management

- Definition of HRM.
- HR role, functions and activities of HRM in organisation.
- The HRM practices.
- Evaluating and Controlling HR Unit.

Managing Human Resource

- The Essential Skills and Competencies.
- The Strategic Approach.
- The HR Changing Role.
- HR Diversity and Globalisation.

Q & A Session

DAY 2

9.00AM – 5.00PM

HR Planning and Recruitment

- Supply and demand of labour.
- The HR Planning Process.
- Recruitment Process and Sources.

Interviewing and Selection

- Importance of assessment.
- The assessment methods.
- Types of Interviews.
- Developing the interview questions.
- Selection Process.
- Job Offer and Induction Programme.

Employment Issues

- Succession Planning.
- Managing talent.

Q & A Session

DAY 3

9.00AM – 5.00PM

Introduction to Training and Development

- Organisational Development.
- Nature of change and impact towards learning and growth.
- Process on developing training and development.
- Career development.
- Training myths.

The Need for Training

- Training Objectives, benefits and types of training.
- Identifying and assessing training needs and priorities.
- The Learning Curve (learning style).
- Types of training programme and methodologies.
- Training Needs Analysis and model design.

Training Administration

- The costs and benefit analysis.
- The training administration and the delivery.
- The Quality control policy in providing training: Train the Trainer, Certified Trainer.
- Evaluating training programmes.

The Government Support on Human Capital Development

- Human Resource Development Corporation (HRDCORP).
- The Training Grant and Others.

Q & A Session

DAY 4

9.00AM – 5.00PM

Understanding Performance Management

- Objectives of employee performance management.
- The relationship between business strategy and compensation systems.
- Types of compensation and concept of equity.

KPI, Competency and Job Evaluation

- KRA, KPI - the criteria, how to measure.
- Define work competencies and productivity.
- Job evaluation methods, advantages and implementation.

Performance Appraisal

- Objectives of performance appraisal.
- Types of appraisals reviews.
- Methods of appraising employees, format and salary reviews.
- Dealing with rating scale.

Salary, Employee Benefits and Services

- Salary Survey, Structure and payroll system.
- Salary, wages, allowance and overtime.
- Employee Benefits and Incentives.

Q & A Session

DAY 5

9.00AM – 5.00PM

Employment Act 1955

- Profile and Terminologies.
- Analysis of the Act.
- Administration Functions.

The Trade Unions Act 1959

- The Trade Unions Act 1959.
- Organisation and Constitution of the Trade Unions.
- Industrial Action.
- Employer's Organisations.

Industrial Relation Act 1967

- Industrial Relations System in Malaysia and Industrial Relation Act.
- Management Rights.
- Industrial Discipline.
- Domestic Inquiry.
- Grievance Handling.

Q & A Session



Organised by :

MALYSIAN INSTITUTE OF HUMAN RESOURCE MANAGEMENT

(PPM-001-10-01061976)

K2 UPPER GROUND FLOOR, BANGUNAN
KHAS LORONG 8/1E (OFF JALAN
BARAT) 46050 PETALING JAYA,
SELANGOR

+603-7955 6536
hrm1@mihrm.com
www.mihrm.com