



DEVELOPING EMPLOYEE HANDBOOK

Tempat: **UTM, Menara Razak, Kuala Lumpur** Masa: **9am-5pm**

Sila pilih tarikh: 14, 15 & 16 March 2017 12, 13 & 14 Dec 2017

Employee handbook which is given to an employee contains company information, policies, procedures and instructions in a written form. Any organization must have own rules and regulations in order to achieve its targets and objectives.

Employee handbook also serves as a reference for an employee regarding rules & regulations in the organization. It must be written in standard simple language that must be understood by the employee.

WHO SHOULD COME TO THIS TRAINING?

- Managers
- Directors
- Business Owner
- Entrepreneur

WHAT IS THIS COURSE FOR?

This course is to assist and guide those who are planning to have own employee handbook.

COURSE CONTENTS

Part 1: Introduction

Part 2: Planning the Layout For The Handbook

Part 3: Collecting & Assembling Information for The Topics

Part 4: Organizing the Information For The Handbook

Part 5: Writing the Handbook

Part 6: Finalizing the Handbook

Part 7: Introduce the Handbook

Part 8: Enforcing the Use of the Handbook



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TRAINING DURATION: 3 days

REGISTRATION

To join this training, please complete the Enrollment Form as attached, scan and email to us (training@myanuar.com).

If no email available, please take a clear picture and send it to our WhatsApp number (+60173167960) or PM to Facebook Page Messenger: <http://m.me/MyAnuarSynergy>

PAYMENT

Training fee is **NOT claimable from HRDF**.

NORMAL TRAINING FEE for this training is RM1,800 per person.

Training fee includes:

- Certificate of attendance
- Notes
- Training materials

Please refer to the ENROLLMENT FORM on the next page for current promotion.

After payment made, please send us proof of payment (bank-in slip or online transfer screenshot or any receipt) to email training@myanuar.com or WhatsApp / Telegram number **+60173167960**.

OTHER INFORMATION

- Accommodation, food and transportation are **NOT** provided.
- Training material will be in English. Lecture & activities will be in English & Malay.
- Training methods: lecture, group discussion, presentation, role play, video and contents sharing.

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ENROLLMENT FORM | To book your place on the training, please complete this enrollment form and e-mail it back to us. Your place is confirmed on receipt of the completed enrolment form. Our e-mail is training@myanuar.com.

NORMAL TRAINING FEE: **RM1,800 per person (NON-CLAIMABLE FROM HRDF)** includes certificate of attendance, notes, training materials, template letters & forms, and employee handbook, morning tea/coffee, lunch, afternoon tea/coffee.

PROMOTION:

- EARLY REGISTRATION PAYMENT:** 10% discount if payment made three weeks before the training date.
- GROUP DISCOUNT:** 5% discount on 3 or more participants.

Company/Organization Name: _____

Full Address: _____

Person Making this Booking

Full Name: _____ Position: _____

E-mail: _____ Tel No: _____

Person Responsible for Invoice (if different from above)

(We will e-mail the invoice once we received this completed enrollment form)

Full Name: _____ Position: _____

E-mail: _____ Tel No: _____

Delegate(s) Details (Person attending the training)

(To register additional delegates, please complete the information on separate enrollment form)

Name: _____ Position: _____

E-Mail: _____ Mobile No: _____

Disability (if any): _____ Vegetarian: YES NO

Authorized by:

Name: _____

Position: _____

E-mail: _____

Tel No: _____

Signature: _____

Company Stamp: _____

PAYMENT TERMS AND CONDITIONS An invoice, including our banking details, will be issued once your completed registration form has been received. Full payment must be received prior to the event.

CANCELLATION AND TRANSFER POLICY Full refund for cancellations received four weeks prior to the course. A substitute delegate is welcome for delegates who have already booked and paid.

MyAnuar Synergy Sdn. Bhd. reserves the right to cancel the event, in which case delegates will be refunded in full but shall not otherwise be entitled to any compensation, costs, travel expenses, losses or damages arising from such cancellation.

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Name: _____ Position: _____

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Disability (if any): _____ Vegetarian: YES NO

Name: _____ Position: _____

E-Mail: _____ Mobile No: _____

Disability (if any): _____ Vegetarian: YES NO

Name: _____ Position: _____

E-Mail: _____ Mobile No: _____

Disability (if any): _____ Vegetarian: YES NO

Name: _____ Position: _____

E-Mail: _____ Mobile No: _____

Disability (if any): _____ Vegetarian: YES NO

Name: _____ Position: _____

E-Mail: _____ Mobile No: _____

Disability (if any): _____ Vegetarian: YES NO

Authorized by:

Name: _____

Position: _____

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Tel No: _____

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