



# PENGURUSAN SUMBER MANUSIA

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

Sila pilih tarikh:

- 15 & 16 Feb 2017     3 & 4 May 2017     16 & 17 Aug 2017     8 & 9 Nov 2017

## INTRODUCTION

Employees are an important and valuable asset compared with other sources within the organization. More and more organizations today face a dynamic and changing environment that, in turn, requires these organizations to adapt. Maintaining organizational health on a regular basis is one of key ingredients for achieving corporate success.

## WHO SHOULD ATTEND

- Anyone involved in the Human Resources Department such as Manager, Executive, Director, Supervisor, Clerk
- Secretary, Personal Assistant, Office Administrator.
- Business owner, entrepreneurs
- Anyone interested to join HR Department

## COURSE OBJECTIVES

At the end of the course, participants will be able to:

- Know the concept of human resource management
- Able to create HR planning schedule
- Able to create Training & Development and succession plan
- Able to create Key Performance Indicator documentations (questionnaire, interview sessions)
- Able to create program for safety & health at the workplace
- Able to manage employee discipline and understand domestic inquiry procedures
- Able to handling sexual harassment case
- Managing compensations & benefits

## COURSE CONTENTS

### PART 1: INTRO TO HR MANAGEMENT

- A. History, Current Practice, Future
- B. Self-Assessment for understanding HRM

### PART 2: HR PLANNING, RECRUITMENT, SELECTION, PLACEMENT & INDUCTION

- A. HR Planning
- B. Job Analysis, Job Description And Specification
- C. Recruitment
- D. Selection
- E. Placement

### PART 3: HR DEVELOPMENT & SUCCESSION PLAN

- A. Developing TNA
- B. Issues & Problem, and solution
- C. Succession plan

### PART 4: PERFORMANCE MANAGEMENT

- A. Performance Appraisal System
- B. Implementing Key Performance Indicators (KPI)
- C. Monitoring Employee Performance

**MYANUAR SYNERGY SDN. BHD.** (Company No. 1118343-U)

No. 27-1, 1st Floor, Jalan Adenium 2G/9, Pusat Perniagaan Adenium, Seksyen BB5, Bandar Baru Bukit Beruntung, 48300 Rawang, Selangor, Malaysia  
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## PART 5: COMPENSATION & BENEFITS

- A. Managing Compensation
- B. Managing Employee Benefits

## PART 6: SAFETY AT THE OFFICE

## PART 7: HANDLING SEXUAL HARRASSMENTS

- A. Problem faced by victims
- B. Prevention of sexual harassment
- C. Procedures

## PART 8: MANAGING EMPLOYEE DISCIPLINE

- A. Termination & dismissal
- B. Type of misconducts
- C. Domestic Inquiry Procedures

**TRAINING DURATION:** 2 days

## REGISTRATION

To join this training, please complete the Enrollment Form as attached, scan and email to us ([training@myanuar.com](mailto: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 RM1,300 per person. It is **NOT claimable from HRDF**.

**PROMOTION: Please refer to Enrollment Form on the next page.**

Training fee includes:

- Certificate of attendance
- Notes
- Training materials
- Morning tea/coffee
- Lunch
- Afternoon tea/coffee

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

## OTHER INFORMATION

- Accommodation 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.
- Please bring own storage device (portable hard disk / thumb drive)



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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: **RM1,300 per person (NON-CLAIMABLE FROM HRDF)** includes certificate of attendance, notes, training materials, 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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