

HUMAN RESOURCE MANAGEMENT

Venue: Miri, Sarawak | Date: 19 & 20 April 2017 | Time: 9am – 5pm



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



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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).

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 RM1,800 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
- Template letters & forms
- Sample employee handbook
- Drinking water

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

- Food & beverages, 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.

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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 (payment on 19th April 2017): **RM1,800 per person (NON-CLAIMABLE FROM HRDF)** includes certificate of attendance, notes, template letters & forms, and sample employee handbook.

PROMOTION

TRAINING FEE (PER PERSON)	PROMOTION PERIOD	TRAINING FEE (PER PERSON)	PROMOTION PERIOD
<input type="checkbox"/> RM760	13th Oct 2016 – 31st Jan 2017	<input type="checkbox"/> RM1,260	1 st Mar 2017 – 31 st Mar 2017
<input type="checkbox"/> RM890	1 st Feb 2017 – 28 th Feb 2017	<input type="checkbox"/> RM1,620	1 st April 2017 – 18 th April 2017

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.

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

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Tel/Fax No: +60322018996 | Mobile No: +60173167960 | E-mail: training@myanuar.com | <http://myanuar.com> | <https://facebook.com/MyAnuarSynergy>

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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: _____

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Disability (if any): _____ Vegetarian: YES NO

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Disability (if any): _____ Vegetarian: YES NO

Name: _____ Position: _____

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Authorized by:

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