



DEVELOPING HR POLICIES & PRODECURES

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

Sila pilih tarikh: 21, 22 & 23 Feb 2017 18, 19 & 20 July 2017

Human resource is a record keeper of employee performance, advancement, career development, discipline, benefits, bonuses, and everything in between.

HR protects the organization by documenting all important activities. We do not know yet when it is needed but we should prepare for the upcoming that might be occurred.

WHO SHOULD COME TO THIS TRAINING?

- All HR / Admin Staff
 - Managers
 - Directors
 - Supervisors
 - Executives
 - Office Administrator
 - Officer
- Business Owner
- Entrepreneur

WHAT IS THIS COURSE FOR?

This course objective is to:

- Help participants developing HR policies & procedures for the company
- Provide the organization with appropriate, relevant and proper documentations
- Provide basic (and complete) rules & regulations in the organization

COURSE CONTENTS

PART 1: INTRODUCTION TO HR POLICIES & PROCEDURES

PART 2: POLICIES & PROCEDURES RELATED TO EMPLOYMENT

- A. Recruitment
- B. Promotion and transfer
- C. Performance appraisal and evaluation
- D. Retirement
- E. Creating necessary documents (forms and letters)

PART 3: LEAVE ADMINISTRATION

- A. Public holidays
- B. Rest days
- C. Annual leave
- D. Sick leave
- E. Compassionate leave
- F. Marriage leave
- G. Maternity leave
- H. Paternity leave
- I. Examination leave
- J. Creating necessary documents (forms and letters)



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PART 4: BENEFITS

- A. Medical benefits
 - i. Outpatient
 - ii. Dental
 - iii. Annual medical check-up
- B. Other benefits/incentives
 - i. Social activities
 - ii. Long service award
 - iii. Sports
 - iv. Club membership
- C. Creating necessary documents (forms and letters)

PART 5: COMPENSTION & PAYROLL ADMINISTRATION

- A. Salary administration
- B. Bonus
- C. Overtime
- D. Allowances
- E. Creating necessary documents (forms and letters)

PART 6: TRAINING AND DEVELOPMENT

- A. Training
- B. Education assistance plan
- C. Creating necessary documents (forms and letters)

PART 7: DISCIPLINE

- A. Grievance procedure
- B. Code of conduct
- C. Dress code
- D. Company's information
- E. Company's security practices
- F. Safety & health
- G. Creating necessary documents (forms and letters)



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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 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
- Template employee handbook
- 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 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.



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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, 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: _____

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

Name: _____ Position: _____

E-Mail: _____ Mobile No: _____

Disability (if any): _____ Vegetarian: YES NO

Authorized by:

Name: _____

Position: _____

E-mail: _____

Tel No: _____

Signature: _____

Company Stamp: _____

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