



COMPREHENSIVE HUMAN RESOURCE MANAGEMENT PROGRAM

Full disciplines of HR Best practices

PROGRAM HIGHLIGHT

This program provides participants with the overall views of Human Resource Management, covering topics, throughout the lifetime of employment, from recruitment to retirement.

Who Should Attend This Training?

Personnel who intend to assume the responsibility of managing human resource. This responsibility is not exclusively for the human resource management team, it includes all positions with subordinates reporting to them. Positions may include managers, engineers, executives, foreman, supervisors, leaders, etc.

OBJECTIVES

- To provide concepts of partial and comprehensive spectrums of HR management
- To provide concepts on handling HR problems competently
- To provide concepts on indoctrinating good HR culture
- Expected outcomes - Participants shall accurately apply best practices in managing human resources in their organisation and realise the fundamental needs of having committed and competent people running a business operation.

OUTLINE

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| <ul style="list-style-type: none"> ○ Module 1: Manpower Planning ○ Module 2: Talent Recruitment ○ Module 3: Competency Assurance Management ○ Module 4: Talent Development and Succession Program ○ Module 5: Performance Management ○ Module 6: Incentives - Rewards and Recognitions | <ul style="list-style-type: none"> ○ Module 7: Compensation and Benefits Management ○ Module 8: Retention Program ○ Module 9: Discipline and Grievance Handling ○ Module 10: Acts and Regulations Management ○ Module 11: Human Resource Management Performance Status - Organisational Health Assessment |
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PROGRAM OVERVIEW

Human resource is fundamentally the most essential and critical factor to the success or failure of organisation. Good people build good organisation, and vice versa. The management of human resource includes the correct processes of job design, recruitment, competency development, performance management, talent development and succession program.

REGISTRATION



03-55446345

softskills@sirim.my

www.sirimsts.my