



MALAYSIA HR FORUM IN-HOUSE PROGRAMME

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Leading People | Leading Organisations



IN-HOUSE TRAINING PROGRAMMES

LEADERSHIP & MANAGEMENT

1. Be an Influential and Persuasive Leader
2. Coaching & Mentoring Skills For Managers
3. Leadership Excellence – Habits of Highly Effective Leaders
4. Managerial Excellence – Creating a High Performing Organisation
5. Managing Corruption Risks & Building Corporate Integrity
6. Managing Employee Life Cycle
7. Talent Management & Succession Planning
8. Developing Agile Leaders & Inspirational Leadership with EQ

HUMAN RESOURCES & EMPLOYEE RELATIONS

1. Employment Law & Industrial Relations Masterclass
2. Performance Management & Succession Planning
3. Behavioural Interview & Effective Recruitment Techniques
4. Compensation Analysis & Salary Structure
5. Conducting Effective Training Needs Analysis (TNA), Training Implementation & Training Evaluation
6. Creating & Improving Employee Engagement
7. Disciplinary Management & Domestic Inquiry
8. Effective Disciplinary Management At Workplace
9. Handling Misconduct & Carrying Out A Domestic Inquiry (DI)
10. HR for Non-HR Managers
11. Mastering Payroll Administration
12. People Management Skills: Managing Various Personalities using DISC
13. Conducting a Competency Based TNA

COMMUNICATION & PROBLEM SOLVING

1. Communication in Problem Solving
2. Creative Thinking and Business Acumen
3. Effective Communication in the Workplace and Presentation Skills
4. How to be an expert in Problem Solving and Decision Making at workplace (Problem Solving and Decision Making)
5. Persuasive & Influencing Skills Using NLP
6. Practical Supervisory Skills

PERFORMANCE AND PRODUCTIVITY

1. Change Management Fundamentals
2. Effective Performance Planning & Monitoring
3. Effective Supervisory Skills
4. Finance for Non-Finance Manager
5. Performance Improvement Plan (PIP): Let's Assist THEM to Improve
6. Priorities Management – Making the Most out of Your Time
7. Strategic Thinking & Planning Workshop
8. Training Needs Analysis in the Digital Age
9. Building a Customer-Centric Culture

HEALTH & SAFETY

1. Awareness of Workplace Harassment
2. CPR & First Aid in the Workplace
3. Mental Health Leadership at Workplace
4. Mental Resilience to Boost Productivity
5. Stress Management at Workplace

DIGITAL SKILLS & TECHNOLOGY

1. Building Professional Business Website Using Wordpress
2. Data Analysis using Microsoft Excel – Intermediate
3. Digital Marketing Zero to Hero – Become an Authority in Digital Marketing
4. Windows Presentation Foundation (WPF) – Advance

SPECIALISED SKILLS

1. Change Management Fundamentals
2. Effective Performance Planning & Monitoring
3. Effective Supervisory Skills
4. Finance for Non-Finance Managers
5. Performance Improvement Plan (PIP): Let's Assist THEM to Improve
6. Priorities Management – Making the Most out of Your Time
7. Strategic Thinking and Planning Workshop
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OTHERS

- TECHNICAL & ENGINEERING
- RISK MANAGEMENT & COMPLIANCE
- BANKING & FINANCE
- CYBER SECURITY, DATA SCIENCE & AI
- OTHERS

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