

MALAYSIA
HR FORUM

CERTIFIED HUMAN RESOURCE PROFESSIONAL (CHRP)

HR for Non-HR Managers

MALAYSIA HR FORUM ACADEMY,
MENARA PKNS PETALING JAYA



100% HRDC Claimable

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Module Overview

Consider the following:

- As a front-line manager or supervisor, do you have enough HR knowledge to remain compliant with policies and procedures?
- Do you know how to identify the landmines that could potentially impact talent retention, turnover rates, goal completion, and overall team satisfaction?

If these statements resonate with you, this training will help to equip you with the skills, knowledge, and concepts to not only be a more effective leader but also to become a strategic HR partner in ensuring your organization is compliant and progressive.



Learning objectives

By the end of the 2 Days course, participants will be able to:

- Recognize the Important Activities of Managing Human Capital
- Recognize how people managers' jobs are evolving the department of human resource's working connection.
- Take Advantage of the Best Techniques for Creating Employer of Choice Branding
- Affirmative action is used to manage disciplinary issues

Targeted Participants

- Line Managers
- HR executives
- Non-HR professionals who are responsible for HR activities
- Managers and professionals who are tasked with launching an HR department

Method of Training

The course will be conducted in an interactive learning mode in order to encourage active learning among the participants. Methods of trainings used include lecture, Group Discussions, Individual Activities, and Case Study.

Learning Outcomes

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

- Examine disciplinary and personnel issues from a legal standpoint.
- Determine the source of people and disciplinary issues and address the underlying cause.
- Apply appropriate disciplinary measures in accordance with employment laws.
- Resolve disciplinary and personnel issues effectively and expeditiously.
- Increase productivity and workflow by developing and cultivating a disciplined workforce.
- Identify various types of major and minor misconduct.
- Conducting a domestic investigation legally bound by the rules
- Identify the functions of the domestic inquiry panel both during and after the investigation

Contents Day 1 | 9 am - 5 pm

Module 1: Evolution of Human Resource

- Roles and Responsibilities of the HR department in relations with other departments

Module 2: Recruitment, Selection Process and HR Planning

- Manpower Planning, Recruitment, Interview and Selection, Succession Planning

Module 3: Employee Engagement and Managing the Psychological Contract

- Coaching, Mentoring, Employee Work Performance, Motivation and Team Spirit

Module 4: Employee Compensation and Benefits

- Job Analysis, Job Description and KPI, Performance Appraisal, Counselling and Performance Improvement Program (PIP)

Contents Day 2 | 9 am - 5 pm

Module 5: Managing Staff Discipline and Disciplinary Procedures

- Managing Workplace Issues
- Domestic Inquiry (DI)
- Handling Poor Performers
- Counselling and Grievance Handling
- Termination and Consequences
- Union Staff

Module 6: Malaysia's Employment Law and its Applications (Case studies referred)

- Employment Contract and Employee's Rights
- Compulsory Provisions under the Law

Module 7: Industrial Safety and Security in an Organization

- Company's Safety and Environmental policy
- Security and the Law