MALAYSIA HR FORUM

MALAYSIA HR FORUM
IN-HOUSE PROGRAMMES

MALAYSIAHRFORUM.COM

Leading People | Leading Organisations



Scan the QR code to WhatsApp us directly!
Have questions or need assistance? Our team is just a message away.

Start a chat and we'll guide you, or visit our contact page for more info.

Sophie: 010-861 1851 | sophie@malaysiahrforum.com | malaysiahrforum.com

IN-HOUSE TRAINING PROGRAMMES

OVER 300+ In-House Topics

Over 300 customised corporate training programmes to build people, strengthen teams and drive business success.

HUMAN RESOURCES & EMPLOYEE RELATIONS

Complete HR Training across 7 Key Functions

Recruitment and Selection | Training and Development | Performance Management | Employee Relations | Administration & Payroll | Compensation and Benefits | Employment Law

- Employment Laws Made EASY
- HR for Non-HR
- Handling Misconduct and Domestic Inquiry (DI)
- Effective Performance Management & KPI Setting
- Grievance Management: Building a Fair, Transparent & Responsive Workplace
- Fundamentals of Compensation & Benefits
- Crafting Effective Job Description (JD)
- Competency Based Interviewing Skills (CBI)
- Workforce Reduction Strategies: Retrenchment, MSS & VSS
- Managing Employee Performance, Probation and Performance Improvement Plan (PIP)
- HR & IR Essentials
- Competency Based Training Needs Analysis (TNA)
- Mastering Payroll Administration

LEADERSHIP & MANAGEMENT

- Qualities of P.E.R.F.E.C.T Leaders
- Effective Supervisory Skills
- Leadership Across Generations
- Essential Leadership Skills
- The GROWTH Catalyst: Mastering Coaching & Mentoring
- Adaptive Leadership for Union Leaders
- People Management Skills: Managing Various Personalities using DISC
- Protégé Programme

COMMUNICATION & PROBLEM SOLVING

- Communication in Problem Solving
- Creative Thinking and Business Acumen
- Effective Communication in the Workplace and
- Presentation Skills
- Difficult Conversations and Conflict Management
- Problem Solving and Decision Making at workplace
- Persuasive & Influencing Skills Using NLP
- Practical Supervisory Skills
- Delivering Training as a Pro

PERFORMANCE & PRODUCTIVITY

- Generative AI for Daily Work Optimisation
- Project Management
- Managing Team Dynamics
- Business Continuity Management
- Critical Thinking and Structured Problem Solving

OTHERS

- Technical & Engineering
- Professional Image & Grooming Mastery
- Sales Training

DIGITAL SKILLS & TECHNOLOGY

- Power Automate
- Microsoft Excel
- Using Canva for work
- Microsoft Projects for Professionals
- Interactive Reports with Visual Analytics in Power BI
- Creating Business Apps with Microsoft Power Apps
- Digital Marketing: Social Media Content and Analytics

DATA SCIENCE & ARTIFICIAL INTELLIGENCE

- Data Analysis Utilizing Microsoft Excel for Management Reporting with 365 Copilot
- Generative AI for Daily Work Optimisation
- AI-Powered Slide Development for Educators
- AI Gamification for Educators
- AI Agents & Automation for Everyday Work

FINANCIAL SKILLS

- E-Invoice Implementation for Business Efficiency
- Taxation and Statutory contributions for foreign workers and Expatriates
- Finance for Non-Finance
- Withholding Tax & Transfer Pricing

RISK MANAGEMENT & COMPLIANCE

- Anti-Bribery & Ethical Standards
- Personal Data Protection Act 2010 (PDPA) and The Latest Amendments
- Data Protection Officer (DPO) Certificate Programme
- Anti-Corruption Mastery
- Occupational Safety and Health Compliance Training

HEALTH, SAFETY & AWARENESS

- OSH Safety Compliance Training
- Psychological Safety at Work
- DEI for a Better Workplace without Harassment
- Basic First Aid & CPR
- Anti-Harassment Awareness
- Workplace Ergonomics
- Time & Stress Management

SCAN TO VIEW MORE PROGRAMMES

WHATSAPP US TODAY!

Contact us at **sophie@malaysiahrforum.com** or **010-861 1851** for other programmes not listed above