

**SHAH ALAM  
SELANGOR**

# 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

- 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
- 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

## 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.

www.sirimsts.my

## REGISTRATION

(03) 5544 6327  
(03) 5544 6764

masrina@sirim.my  
norizan@sirim.my

## FEES

**RM2500/ PAX**

*\*excluding 6% SST*

(Discount: 3 or 4 pax - 5% /  
5 pax and above - 10%)





**SIRIM  
STS**

Standards+Training+Consultancy

## MANAGEMENT AND SOFT SKILLS TRAINING COMPREHENSIVE HUMAN RESOURCE MANAGEMENT PROGRAM

10-12 February 2020     23-25 June 2020     24-26 November 2020

Shah Alam, Selangor

### REGISTRATION FORM

Contact Person			
Company Name			
Company Registration No.			
Address			
E-mail			
Contact No.	HP:	Office:	Fax:

Please tick  for organisation type:

Local company	Individual	SME	MNC
Organisation/ Association	Company registered under state agency	Government	Others (organisation / societies / international)
GLC	Foreign company	Koperasi	Professional & technical services

Please tick  to indicate the nature of your business :

Aerospace	Agricultural	Automotive	Building/Construction	Chemical	Communication
Defence	Distribution	Education and Industrial Training Services	Electrical and Electronics	Environment	Financial/Banking
Food and Beverages	Green Technology	Health Related & Social Services	Tourism & Related Travel	Information Technology	Machinery and Equipment
Medical Devices	Nuclear Fuel Industry	Oil and Gas	Plastics and Rubber Products	Pharmaceuticals	Power Plant Industry
Publishing/Broadcast	Research and Development	Shipbuilding	Textile/Clothing	Timber And Wood	Transport
Water Supply Industry	Others (Please specify):				

#### PARTICIPANT

No.	Name	Position	Email	Mobile No.
1.				
2.				
3.				
4.				
5.				

Signature : .....

Date : .....

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Contact us :

(03) 5544 6327 (Masrina)  
masrina@sirim.my

(03) 5544 6764 (Norizan)  
norizan@sirim.my

Official Organisation  
Stamp :



Register online at: [www.sirimsts.my](http://www.sirimsts.my)