

**METHODOLOGY:**

- Facilitator Interactive Presentation
- Individual Activity-Self Reflection
- Group Breakout Activity
- Case Study
- Relevant Video Presentation

# HR FOR NON-HR MANAGERS

## Who Should Attend This Training?

- Head of Departments
- Line Managers
- Senior Executives
- Supervisors

## ➤ PROGRAM HIGHLIGHT

Effective Human Resource Management is vital for the efficient running and management of any organisation. All organisations consist of people and these people must be managed well in order to ensure that they perform to their full potential, which in turn achieve greater productivity and enhance better quality of their work.

Human Resources play a key role in helping companies meet the challenges of global competition. Strategic objectives to lower costs, improve productivity and increase organisational effectiveness are enabled by human resource strategies and technologies. Participants will learn how HR plays a strategic role in creating high performance work systems that employers need today to thrive.

This programme is based on practical concepts and applications on best practices coupled with years of on-the-job experiences and research, providing participants with the “How” to find ideas, insights and opportunities that will help you transform participants according to the best practices of managing your human resources.

## ➤ OUTCOMES

Upon completion of this module, participants will be able to:

- Understand the importance of Human Resource Management
- Gain the necessary concepts, principles, tools and techniques of the operational functions and process of typical Human Resource Management in operating an organization
- Understand the process of handling grievances
- Identify modus operandi to transform HR as a “Strategic Partner” in the organisation

## Session 1 : Introduction & Understanding the Big Picture

- Welcoming
- Ice Breaker- Knowing Me Knowing You
- Understanding the Big Picture
- Program Framework
- An overview of HRM
- People as inputs to open system of HRM
- Main functions of HRM
- Basic roles of HRM
- Internal and external challenges affecting human resources policies and procedure

## Session 2 : Typical HR Jobs Functions and Processes

- Human Resource Planning
- Job analysis
- Recruitment
- Employment Interview
- Selection
- Performance Management - KPI's
- Training and Development

## Session 3 : Internal Employees Relations - Grievances and Discipline


- Grievances and its sources
- Tactful handling of Grievances
- Areas of Discipline, Identifying discipline problems
- Drawing up and implementing a discipline procedure

## Session 4 : HR as Strategic Partner

- HRM practices and Organizational Effectiveness
- Measurement of Organisational Effectiveness
- Competitive Challenges Ahead
- Strategic Human Resource Approach

### REGISTRATION

[www.sirimsts.my](http://www.sirimsts.my)

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### FEES

**RM1700/ PAX**

*\*excluding 6% SST*

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



## MANAGEMENT AND SOFT SKILLS TRAINING HR FOR NON-HR MANAGERS

14-15 July 2020     10-11 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/<br>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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Official Organisation  
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