

[HUMAN RESOURCE SERIES]

HRM SKILLS FOR NON-HR MANAGERS

COURSE OVERVIEW

The evolving economic growth and workforce have created a new gap for the modern managers. Today, it is imperative for all Managers, albeit those involve directly with Human Resource matters and those indirectly involved, through their roles as superiors, to be aware of all aspects of human resource management. This programme is customised to cultivate the necessary basic human resource management skills for non-HR personnel as well as newly promoted or newly recruited HR personnel.

COURSE OBJECTIVES

- Understand the role and functions of HRM in an organisation
- Know how to conduct basic job analysis
- Know how to write job descriptions and job specifications
- Know the main recruitment and interview methods
- Know how to design interview questions and conduct interview
- Know how to conduct basic training needs analysis
- Understand the criteria for performance evaluation and performance management
- Know and understand the relevant Labour Act and clauses
- Know the disciplinary action process and employee relations
- Know how to engage employees

COURSE OUTLINE

- Module 1: Introduction
- Module 2: Manpower Planning
- Module 3: Job Analysis/Descriptions/Specifications
- Module 4: Recruitment/Interview/Selection
- Module 5: Training and Development
- Module 6: Performance Management and Appraisals
- Module 7: Relevant Labour Act and Clauses
- Module 8: Salary Administration
- Module 9: Industrial Relations
- Module 10: Employee Relations

TARGET AUDIENCE

Non-HR Managers/Executives/Supervisors
New HR Executives/HR Assistants
Other Line Managers

COMFORI SDN BHD

E-02-03, East Wing, Subang Square Business Centre
Jalan SS15/4G, 47500 Subang Jaya, Selangor Malaysia

If you have any enquiries,
please call us at **03-56213630** OR email to **info@comfori.com**



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