

HRM SKILLS FOR NON HR MANAGERS



INTRODUCTION

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 programmer is customized to cultivate the necessary basic human resource management skills for non-HR personnel as well as those newly promoted or newly recruited HR personnel.

WHO SHOULD ATTEND?

Non-HR Managers/Executives/Supervisors, Human Resource Executives/Supervisors/Assistants, Line Managers/Executives/Supervisors, Newly appointed Human Resource Managers, and anyone with subordinates.

OBJECTIVES

By the end of this program, participants are able to:

- Understand the role and functions of HRM in an organization
- Know the main recruitment and interview methods
- Know how to design interview questions and conduct interview to get the right employees
- Identify KRA / KPI with subordinates
- Know the basic disciplinary process
- Importance of Counseling and Managing Subordinates
- Understand the importance of Disciplinary enforcement & management and its correlation with employees motivation
- Comply with the relevant Employment Act
- Know how to avoid 'breaching' the Employment legislations and Employees Contracts
- Protect your Company's Integrity

COURSE OUTLINE

- Introduction to Human Resource Management
- Recruitment / Interview / Selection
- Understanding relevance of Employee Development Programme
- Performance Management and Appraisals
- Employment Act 1955
- Compensation and Benefits



SBL CLAIMABLE

If you have any enquiries, please contact
+60 (3) 56213630 or
email: info@comfori.com



MINISTRY OF FINANCE



2011
BY PSMB