

[HUMAN RESOURCE SERIES]

MANAGING SMART HUMAN RESOURCE DEVELOPMENT AND TRAINING FUNCTIONS EFFECTIVELY



COURSE OVERVIEW

The role of training department in organising Human Capital Development activities are equally important to other department roles and functions especially in managing human resource development and talent. This particular programme has been designed to build specific skills and competencies for staff that manages and coordinates training function in order for them to perform accordingly and effectively.

COURSE OBJECTIVES

- Understand the role and competencies of a training coordinator
- Review the requirements of training functions
- Comply to the HRDF Requirement
- Grasp the training cycle
- Enhance knowledge on Training Needs Analysis
- Learn the steps required to establish the training budget and calendar
- Understand the evaluation process :
 - Knowledge management
 - Looking on the training ROI

TARGET AUDIENCE

Training Officers
Trainers/Training Executives
Training HODs
HR Assistants/Officers
Administrators
Administrative Assistant
All training/HR personnel who are responsible for the management of the training functions and the design of the training programme

COURSE OUTLINE

- Module 1: Overview
- Module 2: Training Needs Analysis
- Module 3: Method of Identifying Training Needs
- Module 4: Understand the Human Resource Development Fund
- Module 5: Managing Your Training Environment
- Module 6: Course Evaluation Method
- Module 7: Induction Programme and On-The-Job Training (OJT)
- Module 8: Structuring Training Techniques
- Module 9: Knowledge Management

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