

HR FOR NON-HR EXECUTIVES



INTRODUCTION

Today, it is imperative for all Executives, 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.

Human Resource management is no longer a simple task. Today, employer-employees relationship has become complex, governed by various legislations which need to be understood and which employers must conduct their employees relationship within the parameters. Therefore, it is crucial that anyone involved in Employees Supervision and Management, to have awareness on the role of an executive in human resource and to be aware of the basic interpretations of the Labor Laws.

WHO SHOULD ATTEND?

- Non-HR Managers/Executives/Supervisors
- Human Resource
- Newly appointed Human Resource Managers

OBJECTIVES

- 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
- Have knowledge in Counseling, Coaching and Mentoring
- 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

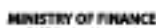
COURSE OUTLINE

- Introduction
- Performance Management and Appraisals
- Understanding relevance of Employee Development
- Applications and Employment
- Compensation and Benefits
- Disciplinary and Termination of Employment



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