

[HUMAN RESOURCE SERIES]

HR FOR NON-HR EXECUTIVES



COURSE OVERVIEW

Human Resource management is no longer a simple task. Today, employer-employee 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 Labour Law.

COURSE OBJECTIVES

- Understand the role & function of HRM in an organisation
- Know the main recruitment & interview method
- Know how to design interview questions & conduct interview to get the right employees
- Have knowledge in Counselling, Coaching & Mentoring
- Know the basic disciplinary process
- Understand the importance of Counselling & managing sub-ordinates
- Understand the importance of disciplinary enforcement & management and its correlation with employee's motivation
- Comply with the relevant Employment Act
- Know how to avoid 'breaching' the Employment Legislations & Employee Contract
- Protect your company's integrity

TARGET AUDIENCE

Non-HR Managers, Executives, Supervisors
HR Executives, Supervisors
Newly appointed HR Managers

COURSE OUTLINE

- Module 1 : Introduction
- Module 2 : Performance Management & Appraisal
- Module 3 : Understanding The Relevance Of Employee Development
- Module 4 : Applications & Employments
- Module 5 : Compensations & Benefits
- Module 6 : Disciplinary & Termination Of Employment

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