

EFFECTIVE HUMAN RESOURCE MANAGEMENT



COURSE OVERVIEW

The role of the HR is not only to carry out the operational functions of the human resource department but also to understand the general policies and some legal implication. This programme is designed to equip your HR staff with proper knowledge and skills as well as the practical approaches and techniques in running the Human Resource function effectively.

COURSE OBJECTIVES

- Understand the overall spectrum of Human Resources
- Create and develop proper HR documentations, policies and system
- Apply HR roles and function as according to common practices and legal requirement
- Ensure the organisation's HR practices are in-line with proper standards through benchmarking
- Acquire skills and knowledge to apply people skills in the workplace to enhance Performance , productivity and develop good customer service
- Understand the key section in the Employment Act 1955
- Learn the KPI process

COURSE OUTLINE

- Module 1: Understanding the Human Resource Management and the Latest HR Challenges
- Module 2: Recruitment and Selection Process
- Module 3: Salary Structure and Payroll Administrations
- Module 4: Employment Act
- Module 5: Managing Training Function
- Module 6: Managing Problematic Employees
- Module 7: Manpower Planning
- Module 8: Human Resource Reports
- Module 9: Human Resource New Competencies

TARGET AUDIENCE

All new HR practitioners

COMFORI SDN BHD

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please call us at **03-56213630** OR email to **info@comfori.com**



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