

EFFECTIVE HUMAN RESOURCE MANAGEMENT



INTRODUCTION

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.

OBJECTIVES

At the end of the workshop, participants will be able to:

- Understand the overall spectrum of Human Resources
- Create and develop proper HR documentations, policies and system
- Apply HR roles and function as accordingly 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

WHO SHOULD ATTEND?

All new HR practitioners

COURSE OUTLINE

- Introduction to the Human Resource Management and the Latest HR Challenges
- Issues Relating to Recruitment and Selection Process
- Issues Relating to Salary Structure and Payroll Administrations

- Issues Relating to Employment Act
- Issues on Managing Training Function
- Issues on Managing Problematic Employees



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