

# HR For Non-HR Executives

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## OVERVIEW

HR 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 employee's 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 Laws.

## OBJECTIVE

- Understand the role and function of HRM
- Know the main recruitment and interview methods
- Know how to design interview questions and conduct interview to get the right employees
- Have knowledge in Counselling, Coaching and Mentoring
- Know basic disciplinary process
- Comply with the relevant Employment Act
- Know how to avoid breaching the Employment legislation and
- Employees Contracts Protect your Company's Integrity



If you have any enquiries,  
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