

100% Online



ASSOCIATE HR PROFESSIONAL (AHRP) CERTIFICATE

Ready to launch your HR career, from anywhere?

Because talent shouldn't be stuck in traffic. The Associate HR Professional (AHRP) Certificate is back, and this time it's going fully online. No commute. No blazers required. Just five focused days of essential HR knowledge, practical tools, and job market readiness, all delivered to you, wherever you are.

What's in it for you?

- Learn the basics of how HR works in an organisation
- Understand common HR tasks and why they are important
- Get practical exposure through activities, discussions, and real-life examples.
- Equipping you with the skills to begin your HR career

REGISTRATION FEE

RM69.00

excl. SST

(e-Materials and
e-Certification),
(Training fees absorbed
by Malaysia HR Forum)

Online Class  zoom

Date: 2 - 6 March 2026,
Monday to Friday
Time: 9.00am - 5.00pm

SCAN TO
REGISTER!



// INTRODUCTION

This programme introduces participants to key functions in Human Resources, including HR operations, documentation, and policy implementation. It also equips individuals with fundamental career skills such as resume writing, interview preparation, and professional etiquette.

Participants will explore recruitment strategies, candidate experience, and AI-supported hiring tools, while gaining foundational knowledge in employment law and industrial relations.

The programme also provides an overview of compensation structures, employee benefits, and total rewards, with a focus on HR data storytelling and its application in shaping reward strategies.



HR Operations

Learn the fundamentals of HR operations including HR documentation, compliance and the development and implementation of HR policies and procedures.



Career Planning & Interview Preparation

Improve resume writing techniques, job interview skills and professional etiquette to increase your chances of landing your desired job.

OBJECTIVES



Recruitment & Retention

Master the art of candidate sourcing, screening and interviewing to gain insights into effective recruitment strategies and techniques.



Employment Law & Industrial Relations

Explore the principles of industrial relations, fundamentals of employment law and develop skills in conflict resolution.



Compensation & Benefits

Understand various compensation structures, learn how to conduct salary benchmarking and design comprehensive employee benefits programs.

// COURSE OUTLINE

Module 1: HR Operations – 2.03. 2026

- Introduction to HR Operations
- HR Documentation and Compliance
- Understanding HR Policies and Procedures

Module 2: Recruitment & Retention – 3.03. 2026

- Recruitment Process Management & Candidate Experience
- Leveraging on AI for an Efficient Hiring Process
- Interviewing Techniques & Best Practices
- Behavioural and Competency Interviews

Module 3: Employment Law & Industrial Relations – 4.03.2026

- Fundamentals of Employment Law
- Introduction to Industrial Relations

Module 4: Career Planning & Interview Preparation – 5.03.2026

- Effective Resume Writing Techniques
- Preparing for Job Interviews
- Professional Etiquette

Module 5: Compensation & Benefits – 6.03. 2026

- Overview of Compensation Structures
- Employee Benefits Programs
- Overview of Total Rewards
- HR Data Storytelling
- Application of HR Data in Total Rewards (TR)



TARGETED PARTICIPANTS

This programme is open to all fresh graduates.

LEARNING OUTCOMES

Learn the basics of how HR works in an organisation
Understand common HR tasks and why they are important
Get practical exposure through activities, discussions, and real-life examples.

// TRAINERS PROFILE



Ms. Juliana Philip

Juliana Philip is an experienced HR Professional that has vast and in depth working experience in the field of Human Resources. Her knowledge domain expands through an entire employee life cycle, from attraction, selection until post employment. From her past 16 years of experience, she has learnt through leadership and non leadership roles. Her main focus is in gaining in depth knowledge in every HR domain so she can be a well rounded practitioner.

Since her separation from employment in Jan 2023, she has been freelancing as a HR trainer after obtaining her TTT certification. Whilst she has vast experience in training prior to obtaining the certification, she has started building up her base from scratch.



Shamini Arumugam

As a HRDC Certified Trainer, Shamini delivers practical training in performance management, talent development, and the intricacies of employment law. With over 20 years of experience in Human Resource Management and Corporate Compliance, she is deeply committed to cultivating high-performing teams, aligning HR strategies with organisational vision, and safeguarding legal compliance in the workplace. Her experience spans diverse industries such as satellite telecommunications, engineering, media, and education, where she thrives at crafting dynamic HR strategies that elevate employee engagement, fuel organisational success, and ensure strict adherence to legal standards.



Suhaida Abd Karim

With over 19 years of experience in the training industry, Suhaida Abd Karim is a dynamic and passionate trainer known for her high-energy sessions and contagious optimism. She excels at bringing out the best in her participants, creating engaging and impactful learning experiences that go beyond the classroom. Suhaida is deeply committed to helping individuals discover their strengths and align their careers with purpose and passion. Her areas of expertise include leadership and management, with a strong focus on diversity and inclusion, communication, and interpersonal skills. She firmly believes that great trainers don't just deliver content—they inspire transformation

// TRAINERS PROFILE



Ahmad Reza Bin Kamaruddin

Ahmad Reza Kamaruddin is a seasoned Industrial & Employee Relations Leader, currently serving as Head of Industrial & Employee Relations at Bank Pembangunan Malaysia Berhad since November 2020. With extensive experience in HR strategy and industrial relations, he has been instrumental in managing employee engagement, culture initiatives, and conflict resolution across multiple industries.

Previously, Ahmad held senior roles such as IR Advisor at AXA Affin Insurance, Country Head of Employee Relations at Standard Chartered GBS, and Industrial Relations Advisor at Carigali Hess Operating Company. He also led HR and integrity functions at LSG/BSFS (M) Sdn Bhd, and held leadership positions in human capital management at Nippon Wiper Blade and Hitachi Air Conditioning.

He brings a strong academic foundation with dual Bachelor's Degrees including an LLB (Law) from Universiti Teknologi MARA, complemented by practical expertise in performance management, lean management, negotiation, compensation & benefits, and strategic HR transformation.



Grace Marippan

With over 25 years of corporate experience, Grace is a seasoned professional in Human Resource Management, Organizational Development, and Leadership Training. Her extensive industry exposure, coupled with strategic business insights, has positioned her as a highly effective Corporate Trainer. Grace is committed to delivering impactful training programs that empower organizations to cultivate high performing teams and drive sustainable growth. Her expertise spans across various sectors, where she has successfully designed and facilitated training sessions tailored to enhance workforce efficiency, compliance, and leadership excellence. She possesses a deep understanding of talent management, employment laws, and strategic business development, making her an invaluable asset to organizations aiming to optimize their human capital.