



# HR *FOR* *BEGINNERS*

2026 | 9 am - 5 pm

MALAYSIA HR FORUM ACADEMY  
LEVEL 12, LOT 12A, MENARA PKNS PETALING JAYA,  
JALAN YONG SHOOK LIN, 46050 PETALING JAYA

RM 2,600



# MODULE OVERVIEW

The HR Department is indeed the backbone of any organisation unless they can make do without their employees. Managing or working in HR Department is not an easy task, it requires various skills, especially sound people management skills. This comprehensive course includes various essential topics needed for beginners in a HR Department.

# LEARNING OBJECTIVES

- Gain the essential skills in managing human resources
- Able to prepare all necessary administrative functions for an Interview, while understanding the Interviewing process.
- Explain the importance of Performance Appraisal System.
- Understand the performance GAP by holding an Effective Training Needs Analysis.

# TARGETED PARTICIPANTS

HR Personnel who have not had any formal training

# METHOD OF TRAINING

- Lectures
- Individuals and group discussions
- Presentation

# DURATION

2 Days





## Contents | Day 1 | 9 am - 5pm

### **MODULE 1: MANAGING HUMAN RESOURCE**

- What do you need to know as a human resource personnel?
- Skills needed in managing human resources

### **MODULE 2: RECRUITMENT & SELECTION**

- Understanding personalities to select better
- Process of recruitment, selection and interview session
- Types of Interviews
- Conducting interviews

### **MODULE 3: UNDERSTANDING COMPETENCIES AT THE WORKPLACE**

- What are Competencies
- Types of Competencies
- Understanding Competency Frameworks

## Contents | Day 2 | 9 am - 5pm

### **MODULE 4: ADMINISTRATION AFTER HIRING**

- Documentation involved on the first month
- Conducting and organising briefing and orientation
- Monitoring the employees
- Writing Human Resource-related letters

### **MODULE 5: JOB ANALYSIS AND PERFORMANCE APPRAISAL**

- The process of conducting performance appraisal
- The documentation involved
- The unwritten skills for an effective appraisal interview

### **MODULE 6: UNDERSTANDING TRAINING NEEDS ANALYSIS**

- Mapping competencies and utilising competencies for analysing training needs
- Understanding the TNA Process

