MALAYSIA
HR FORUM

HR *FOR BEGINNERS*

RM 2,800

REGISTERED · HRDCORP · TRAINING PROVIDER

HRD CORP CLAIMABLE

100% HRDC Claimable

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