



CERTIFIED PROFESSIONAL HR PRACTITIONERS

INTRODUCTION

Malaysia's commitment to human capital has made human resource management an integral part of every organization. In fact it is the flexibility on the workforce, working individually and collectively that ensures the high quality of goods and services produced by an organization. The HR programme has incorporated both the academic concepts as well as the practical models to deal with the workforce, thereby providing the framework to monitor performance and profitability of an organization. The life-long learning motivation is also an integral part of HRM & every member of the workforce is nurtured to achieve the best. The current and future business trends in Malaysia and globally demand skilled HR professionals. This comprehensive course is delivered by experienced HR practitioners in their areas of expertise.

COURSE OBJECTIVE

- Define the concept and principles of human resources management
- Understand the functions of human resources management
- List the importance of job analysis and job descriptions to human resources management
- Explain the human resources planning, recruitment and selection
- Identify training needs for the department and organization
- Introduce principles of Human Resource Management within the legal frame work.
- Identify the occupational safety & health regulation

COURSE CONTENT

Module 1 : HR MANAGEMENT IN 21st CENTURY

Module 2 : RECRUITMENT & SELECTION : HIRING THE RIGHT PERSON

Module 3 : COMPENSATION & BENEFITS

Module 4 : TRAINING & DEVELOPMENT

Module 5 : LABOUR LAW

Module 6 : OCCUPATIONAL SAFETY & HEALTH

CERTIFICATION

Certificate will be awarded by Open University Malaysia (OUM) upon successful completion of the course.

METHODOLOGY

The course combines lecture, exercises, case studies and group discussion.

DURATION – 12 days

2, 3, 16, 17, 30 November 2019,

1, 14, 15, 28, 29 December 2019

11, 12 January 2020 (12 days)

COURSE FEES

RM8000 – 50% funded by PSMB and balance deducted from levy