



PROFESSIONAL DIPLOMA

In

Human Resource Management

The Professional Diploma in Human Resource Management program is designed to provide advanced level knowledge of HRM for management of human resources in an organization.

It offers good blend of theories and practices in the management of human resources to meet the growing demand for competent HR Professionals.

A Pre-Qualification for "CAHRP"

[Certified Advanced Human Resource Professional]

ADMISSION REQUIREMENTS

1. A Professional Certificated in HR Management from MIHRM or any other professional institutions
OR
2. Possess a Degree / Diploma in any discipline from recognized University, with at least a year of working experience at executive level in HR
OR
3. Practicing human resource professionals/ practitioners with at least 3 years experience at executive level and above.

COURSE SCHEDULE

Duration: **12 months (Part –Time)**

Schedule: ■ **Evening – Twice a week [6.30pm-9.30pm]**
■ **Every Saturday [9.00am-5.00pm]**
■ **Every Sunday [9.00am-5.00pm]**

COURSE ASSESSMENT

Examinations, Assignments, Case Study
and Project Paper

MEDIUM OF INSTRUCTION

The program would be conducted in the English Language and therefore proficiency in that language is essential.

AWARD OF CERTIFICATION

Upon successful completion of the program and submission of project paper, participants will be conferred the Professional Diploma in Human Resource Management by the Malaysian Institute of Human Resource Management (MIHRM).

COURSE FEE

Registration Fee: **RM 275.00** per participant
Course Fee: **RM 8500.00** per participant (Peninsular)
RM 9500.00 per participant (East M'sia)
[Inclusive of lecture fee, course notes, examinations]

*Company Sponsorship shall be lump sump payment
Installment plan is provided for self-sponsored participant only.
Please liaise with the course coordinator for details.*

REGISTRATION & INQUIRIES

1. Complete the Registration Form and submit to MIHRM with **RM275.00** as **Registration Fee**.
2. Payment of Course Fee shall be made on or before commencement of the program
3. Mode of Payment: Cheque, money order, bank draft; payable to **“Malaysian Institute of Human Resource Management”**.

CIMB Bank Berhad

Account No: 1274-0000137-05-7

[Please fax “Bank-in Slip” to MIHRM via fax no: 03-79554076]

COURSE OUTLINE

PRINCIPLES & PRACTICE OF MANAGEMENT

Examination

HUMAN RESOURCE INFORMATION SYSTEMS

- (a) Finance
- (b) Statistics

Examination

ORGANIZATIONAL BEHAVIOR

Examination & Assignment

TRAINING & DEVELOPMENT

Examination & Assignment

MANPOWER PLANNING & RECRUITMENT

Examination & Assignment

COMPENSATION & BENEFITS

Examination & Assignment

EMPLOYEE RELATIONS

- (a) Employment Act
- (b) Trade Unions Act
- (c) Industrial Relations

Examination & Assignment

OCCUPATIONAL & INDUSTRIAL SAFETY, HEALTH & SECURITY

- (a) Safety
- (b) Health
- (c) Security

Examination

ACTION LEARNING (CASE STUDY)

Case Report
Case Presentation

PROJECT PAPER

Participants must obtain a grade of at least PASS in all topics to qualify for the full certificate.

The Manager

MIHRM Corporate Office

K2 Upper Ground Floor, Bangunan Khas

Lorong 8/1 E (off Jalan Barat)

46050 Petaling Jaya, Selangor

Tel: 03-79556536 / Fax: 03-79554076

Email: mihrm@streamyx.com / Web: www.mihrm.com

Registration Form is available from our website