

FACE TO FACE PROGRAMME

CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

HR Managers, HR Officers, Executives, and Professionals seeking fundamental HR knowledge to enhance workforce management and organisational effectiveness.



August 4 – 8, 2025 (5 Days)
9.00 am – 5.00 pm



Klang Valley, Section 8, PJ (MIHRM)



RM 4,800.00 (Member)
RM 5,400.00 (Non-Member)
Excl. 8% SST.

Early Bird Discount:

Enjoy a 10% discount when you register
at least 10 working days before the training
date (excluding weekends).

- ✓ Understand human resource management and its role in organisations.
- ✓ Learn job analysis and recruitment for selecting right candidates.
- ✓ Develop TNA and strategies to boost employee competencies competitively.
- ✓ Conduct job evaluations focusing on fairness and equity ratios.
- ✓ Understand and apply the Employment Act 1955 and amendments.

What are the key challenges in modern HR management, and how can they be addressed?

REGISTRATION:

Scan here or refer to the link for detailed course outline/content.

Full programme details will be provided upon registration.



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MEET THE TRAINER

EDWARD JOHN



Edward John is a certified HR trainer with 15+ years' experience across Southeast Asia. He specialises in HR strategy, transformation, and leadership. Edward has led major restructuring, performance systems, and talent development programmes, and is known for his hands-on approach in training, industrial relations, and quality management initiatives.

KEILLIEY WONG SUK FONG



Keilliey Wong is a seasoned HR professional with over 15 years' experience in MNCs, GLCs, and start-ups. She excels in HR operations, coaching, restructuring, and innovation. An award-winning MIHRM leader, Keilliey currently holds a senior role in a think tank and actively contributes to HR development in Malaysia.

AIZAD AL BAKRI



Aizad is an experienced HR professional with over 15 years in both public and private sectors. He specialises in full-spectrum HR operations, training, and employee development. Known for his engaging training methods, he's active in the healthcare industry and holds an MBA from UiTM with national awards in innovation.

SIMON BENJAMIN



Simon is an accomplished HR professional with over 30 years of experience in industrial and employee relations across various sectors. Certified by MIHRM, he is pursuing a Master's in HR Law and currently serves as President of MIHRM, contributing to national HR and legal advisory roles.

DR CHITRA RAGUNATHAN



Dr Chitra Ragunathan is a Certified HRDC Trainer with over 20 years' HR experience across industries. She holds a doctorate in Business and is known for her expertise in talent development, performance management, and leadership training. A former senior HR leader at Maybank and Sunway, she's also an award-winning speaker and academic contributor.

MODULE 1



- Management and Organisation
- The Context of HR Management
- Managing Human Resource
- Q & A Session

MODULE 2



- HR Planning and Recruitment
- Interviewing and Selection
- Employment Issues
- Q & A Session

MODULE 3



- Introduction to Training and Development
- The Need for Training
- Training Administration
- The Government Support on Human Capital Development
- Q & A Session

MODULE 4



- Understanding Performance Management
- KPI, Competency and Job Evaluation
- Performance Appraisal
- Salary, Employee Benefits and Services
- Q & A Session

MODULE 5



- Employment Act 1955
- The Trade Unions Act 1959
- Industrial Relation Act 1967
- Q & A Session

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