

HR FOR NON-HR

for HR Executives, HR Managers and Managers

Date : 20 & 21 March 2025
Time : 9.00 am - 5.00 pm
Mode : Face-to-Face
Venue : Klang Valley
Price (RM) : RM 1,920.00 (Member) | RM 2,160.00 (Non-Member)
*Prices exclusive of 8% SST



INTRODUCTION

In today's dynamic business landscape, effective human resource management is crucial for organisational success. This programme is designed to provide non-HR managers with the essential HR knowledge and skills needed to navigate the complexities of managing people in a modern workplace.

This comprehensive two-day training programme covers a wide range of HR functions and responsibilities, offering practical insights and tools to enhance your management capabilities. Whether you are a head of department, line manager, finance executive, or training and development officer, this certification will empower you to handle HR challenges with confidence and competence.



OBJECTIVES

- To provide participants with a comprehensive understanding of today's Human Resource practices within the changing business environment
- To equip participants with the necessary knowledge and skills to manage HR functions and responsibilities effectively.
- To enhance participants' understanding of the roles and responsibilities of line managers in HR management, including coaching, mentoring, and team
- To offer insights into HR planning, recruitment, and selection processes to ensure effective manpower planning and succession planning.
- To educate participants on employment laws, staff discipline, disciplinary procedures, handling poor performers, termination, and managing workplace safety and security issues



Organised by :

MALAYSIAN INSTITUTE OF HUMAN RESOURCE MANAGEMENT
(PPM-001-10-01061976)

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COURSE CONTENT

DAY 1

9.00AM – 5.00PM

Overview of HR Functions in Today's Business Context

- Role & Responsibilities of HRM

Roles of Line Managers in Managing People

- Coaching & Mentoring
- Employee Work Performance
- Motivation & Teamwork

Understanding HR Planning, Recruitment & Selection Process

- Manpower Planning
- Recruitment
- Interview & Selection
- Succession Planning

Employee Compensation & Benefits

- Job Analysis
- Job Description & KPI
- Performance Appraisal & Counseling

End of programme

DAY 2

9.00AM – 5.00PM

Employment Law & The Applications

- Parties to an Employment Contract
- Compulsory Provisions under the Law
- Staff Discipline & Disciplinary Procedures
- Domestic Inquiry
- Handling Poor Performers
- Termination
- Counseling and Grievance Handling

Managing Workplace Issues

- Role of Industrial Safety & Security in an Organization
- Company's Safety and Environmental Policy
- Security & the Law

End of programme



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