

Public Training/Workshop#

HUMAN RESOURCE MANAGEMENT FOR NON HUMAN RESOURCE

"We Make Learning More Adventure"

OVERVIEW:

Employing people with the "Right Fit" is a crucial factor in the success of any business and making a bad recruitment decision can prove costly and time-consuming.

Therefore, line managers have varying degrees of involvement in HR related activities and it is critical that they understand, and operate within best practice and comply with legislation.

HR for Non HR is a two-day program taking the line manager or anyone related through the complete employee life-cycle from pre-recruitment to post-termination as well as covering key employment legislation affecting the employer-employee relationship.

METHODOLOGY:

Adult Learning approach through:

- Lectures
- Group discussions
- Role-plays
- Case studies



Date : Please refer to WEBSITE

Duration : 2 days, 9am – 5pm

Medium : English & Bahasa Malaysia

Venue :

Trainer : Pn. Asma Laili

OBJECTIVE:

After completing the *HR for Non HR* program, you will be able to:

- Recognize the **benefits of effective recruitment**, selection and induction processes in the appointment and retention of the "ideal employee"
- Identify how HR contribute to organizational **success** and **goals**
- Identify the **importance of employee engagement** and managing the 'psychological contract'
- Identify poor performance at an early stage and take immediate action to **minimize long term difficulties**
- Identify means of **establishing employee performance** standards and subsequently monitor and review, **enhance that performance**.



COURSE CONTENT

DAY ONE :

1) Introduction to Human Resource Management

- What is HRM?
- Importance of HRM in the 21st Century
- Components of HRM

2) Managing Organizational Change

- Identify organization's vision as well as opportunities that can align the vision with the organization's structures, processes, culture and orientation to the environment
- Your Role and Responsibilities

3) Applying the various aspects of the Human Resource function

- Planning
- Staffing
- Rewarding
- Developing and maintaining organizations
- Challenges in attracting and retaining "talent"

4) Training and Development

Techniques organizations use to build group and individual skills through:

- Training, employee and organizational development
- Development strategy include conducting needs analyses, linking identified needs to business objectives, developing an implementation plan, implementing the plan using a variety of modalities and best practices

DAY TWO :

5) Understanding and Applying the Employment Act

- An analysis of Malaysian employment laws that affect the human resource function, including equal employment opportunity, wage/overtime payment, employment agreements and other restrictions on management's rights.

6) Coaching philosophy & techniques - Role developmental and corrective coaching

- Introduces general coaching techniques
- Approaches to coaching situations; techniques focus on moves effectuated during coaching

7) Human Resource Planning

- A detailed written plan for a company's human resource function.
- Review and integrate concepts and skills developed in other human resource areas.

8) Ethics at Workplace

- Importance and limitations
- Challenges

-End Of Program-



Who Should Attend?:

Those who need to know and understand the fundamentals of human resource management for use in their day-to-day roles, such as:

- Director & CEO
- Senior Managers
- Manager & HOD
- New Manager & Assistant Manager

Program Schedule :

Registration :	8.30am
Morning session :	9.00am - 10.30am
Morning Tea :	10.30am - 10.45am
Lunch :	1.00pm - 2.00pm
Afternoon session :	2.00pm - 3.30pm
Afternoon Tea :	3.30pm - 3.45pm
End :	5.00pm



COURSE LEADER:

HJH. ASMA LAILI BIN HJ. MOHD ISA

Asma holds a MBA from International Islamic University of Malaysia, with a major in General Management, whilst, her initial degree was in the area of Hotel & Restaurant Management from University of New Haven, Connecticut, United States Of America.

She has more than **20 years** of experience in the hospitality industry from her previous capacities as a Human Resource Manager, Assistant Training Manager, Training Officer, Operation and Catering Manager, Banquet Sales Executive / Banquet Executive and Assistant Manager (Front Office).

Her programs are certainly exciting and interactive as she includes many hands-on activities to keep participants motivated throughout her sessions.

Asma is a PSMB certified trainer and over the years, she has formulated and conducted various training programs for public, corporate, government and semi-government agencies namely: GEMS, IFDR, PUSPEN/PERSADA, JPM, KPT, LHDN, AKPK, FAMA, FELDA, STAR Publications, Malakoff, Kontena Nasional, GMI, IPPJ, TM, TNB, MMU, INSAN (KK), UUM, MSU, UTM, HOTEL PURI (MELAKA), BAYVIEW HOTEL (LANGKAWI), KOLEJ KEJURURAWATAN(KB), SUMIPUTEH, KKM, RISDA and KPM. Kementerian Belia Dan Sukan, UTHM, Universiti Malaysia Kelantan (UMK), Syarikat Air Kelantan (AKBS)

She is presently the External Examiner for Executive Diploma Program (Hospitality), Diploma Program and Certificate Program under Olympia College and Raffles College.

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Registration Form

HUMAN RESOURCE MANAGEMENT FOR NON HUMAN RESOURCE

Date: Refer to WEBSITE | Venue:

PLEASE COMPLETE THIS FORM AND EMAIL / FAX TO US EMAIL :

icare@asl-solutions.com ; shafi@asl-solutions.com

FAX : +603-5548 0024 ; TEL: +603-5542 0023 (HuntingLine)

PARTICIPATION FOR TWO DAYS WORKSHOP

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(Authorization (Signatory must be authorized on behalf of the company)

Name: _____

Position: _____ Department : _____

DL: _____ Email : _____

Signature: _____ Date: _____

This booking is invalid without a signature & company stamp.

TERMS & CONDITIONS:

1. Workshop Fee is not inclusive of accommodation and transportation
2. Fees are inclusive of program materials and refreshments.
3. Payment Terms - Following completion and return of the registration form, full payment is required within Ten (10) working days upon the issuance of invoice or a letter of undertaking (LOU) .Payment or LOU must be received prior to the conference/ training date. A receipt will be issued on payment. Due to limited conference/ training seats, we advise early registration to avoid disappointment.

4. CLIENT'S CANCELLATION/ SUBSTITUTION Client's cancellation must be received in writing by MAIL or FAX two (2) weeks prior to the event in. All bookings carry a 50% cancellation liability should the notice given is less than two(2) weeks. and 100% cancellation liability 7-days prior to the event Non-payment or non- attendance does not constitute cancellation. (*However, complete set of documentation will be sent to you. Substitutions are welcomed at any time. All cancellations of registration must be made in writing*)

5. If, for any unexpected circumstances or reasons that ASL Group decides to postpone this event, the client hereby indemnifies and holds ASL Group harmless from any cost incurred in by the client. The event fee's will be refunded, ASL Group reserves the right to change the content without notice.

6. Copyright etc. - All Intellectual Property rights in all materials produced or distributed by group in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is strictly prohibited.

7. Important note: In the event that if ASL Group permanently cancels the event for any reason whatsoever, (Including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the client shall receive a refund for the amount that the Client has paid to such permanently cancelled event.

8. All Payment should Be Made to :

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