



#Public Training/Workshop#

HUMAN RESOURCES MANAGEMENT TRAINING

"Well Trained Human Resource For Company Success"

"The Art Of Adventure For Lifelong Learning"

INTRODUCTION :

This intensive, hands-on seminar will give you a solid overview of all aspects of HR.

Whether you're a recently appointed HR manager, are new to HR or have a non-HR job with HR responsibilities, this course can give you the know-how you need. Understand essential HR functions and learn to develop an action plan to put to work in your organization.

This comprehensive seminar delivers a clear-eyed analysis of HR's role in organizations now, and identifies future trends from confronting issues of workplace harassment to recognizing compliance red flags from preparing policies and procedures manuals to identifying the elements of effective performance management from flexible benefits packages to cost-effective retention strategies, and more .

OBJECTIVE :

- ◆ Understand HR's role as a vital contributor to your organization's success
- ◆ Discover strategies to attract and retain top talent
- ◆ Examine best practices for managing performance and creating compensation, training and benefit systems that drive bottom-line results
- ◆ Identify and deal with potentially explosive issues with an eye to both legal requirements and the needs of your business
- ◆ Analyze HR issues and develop action plans you can implement in your organization
- ◆ See how HR and non-HR functions in every organization can create an effective, complementary work environment

WHO SHOULD ATTEND :

HR practitioners with less than three years' experience; non-HR practitioners with HR responsibilities; more experienced HR professionals seeking a fast-paced review of the role of HR in today's rapidly-evolving workplace.

METHODOLOGY :

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



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

Date:

Please refer to our WEBSITE

Medium:

English & Bahasa Malaysia

Duration:

2 days (9am - 5pm)

Venue:



COURSE OUTLINE

DAY 1 :

The Changing Role of HR

- ◆ A useful historical review of personnel/HR
- ◆ HR's role in today's workplace and beyond
- ◆ HR as a strategic business partner
- ◆ Organizational and external trends and challenges

The HR Function

- ◆ Key functional HR tasks in any organization
- ◆ HR functional responsibilities in small, mid-sized and large organizations
- ◆ How HR relates to non-HR functions
- ◆ HR, non-HR and shared employee-related functional activities
- ◆ HR trends and challenges

Legal Responsibilities

- ◆ HR and managerial legal responsibilities
- ◆ Employment-related federal legislation
- ◆ Select legal terms and their impact
- ◆ Questions and categories to avoid during the employment process
- ◆ Workplace sexual harassment
- ◆ Legal trends and challenges

The Employment Process

- ◆ Key issues of employment concern for HR practitioners
- ◆ Matching applicants with job requirements and responsibilities
- ◆ Selection criteria, questioning techniques and background research
- ◆ Orientation and assimilation
- ◆ Current employment-related trends and challenges
- ◆ Critical learning points

Information Processing

- ◆ Employee handbooks
- ◆ Policies and procedures manuals
- ◆ Human Resources Information Systems (HRIS)
- ◆ Information processing trends and challenges
- ◆ Maximum HRIS utilization

DAY 2 :

Compensation

- ◆ Characteristics of an effective compensation system
- ◆ Job evaluations
- ◆ Salary surveys
- ◆ Traditional and dynamic compensation programs
- ◆ Compensation trends and challenges

Performance Management

- ◆ Objectives of performance management systems
- ◆ Coaching and counselling
- ◆ Performance management components and guidelines
- ◆ Respective roles among HR, managers and employees
- ◆ Performance management meetings: preparation, action plan, pitfalls
- ◆ Varied approaches to performance management
- ◆ Emerging performance management trends

Benefits

- ◆ Mandated and voluntary benefits
- ◆ Typical/popular offerings
- ◆ Maintaining a cost-effective emphasis
- ◆ Current trends: rising costs, next generation, global impact, the next wave

Organizational and Employee Development

- ◆ Respective responsibilities
- ◆ Types of employee training
- ◆ Career development
- ◆ Succession planning
- ◆ Employee retention strategies
- ◆ Trends and challenges in organizational and employee development

Final Activity

- ◆ Putting it together: understanding and implementing your role in the organization; toward creating your action plan



TRAINER'S PROFILE

DR ISMAIL AB JAMAL, PhD

Dr Ismail is a Senior Consultant of Irshad HR Consulting specializing in the areas of Human Resource Management. He has more than 25 years of working experience at all levels in human resource management, after having an opportunity to serve as a HR Professional in several companies including banking, manufacturing, multinationals and Public Listed Companies. As an HR Consultant, he has successfully delivered training and consultancy services for many Corporate Clients. He received his MBA (HR) from Hull University and PhD in Human Resource Management

He has diversified and varied experiences in HRM and HRD practices after more than quarter decade being exposed to the banking, finance, insurance, construction (infrastructure, highway construction and heavy engineering), transportation and haulage, manufacturing and marine industries. He was also immensely exposed to unionized and non-unionized industrial relations environments, plus governmental relations.

He has championed, participated, implemented and internalized HR initiatives such as Global HR Transformation, Organizational Climatic Survey, Strategic HRD Planning, Talent Management and Succession Planning, Performance Improvement Program (PIP) for Managers and other HR Reengineering management programs and processes.

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Registration Form

HUMAN RESOURCES MANAGEMENT TRAINING

“Well Trained Human Resource For Company Success”

DATE: Refer to our WEBSITE. | **VENUE:**

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

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

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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 4-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.

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