€TRAINING

Essentials of Human Resources Management

11 - 15 November 2024
Kuala Lumpur (Malaysia)

Essentials of Human Resources Management

REF: H1294 DATE: 11 - 15 November 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 5300 Euro

Introduction:

This Essentials of Human Resource Management training course provides a comprehensive and modern overview of the role and activities of the Human Resource HR Department. It presents the latest tools and techniques for the effective management of people and offers opportunities to update and develop personal competency. The participants will enhance their knowledge about the processes involved, the systems used, and the skills needed to be successful in a modern HR Department. They will explore core activities ranging from the recruitment interview to an exit interview, examining the skills required and the various roles of the HR Professional in the 21st Century.

Course Objectives:

At the end of this course the participants will be able to:

- Understand Strategic HRM Approaches SHRM
- Describe the Role and Functions of the HR Department
- Show understanding of Employee Resourcing, Recruitment & Reward
- Describe Best Practice in Working with Employees and Assisting with Employee Problems
- Understand Performance Management in a multi-cultural environment
- State the Benefits of HR Planning and HR Ethics

Targeted Audience:

- Fast Track management trainees who need a thorough grounding in HR
- Those who have recently joined an HR or Personnel Department
- Those who wish to enter the field
- Any existing HRM personnel who need to stay up to date on current practices and trends
- Those managers who would benefit from an understanding of the HR role and function
- Occupational Health & Safety and L & D staff who need to be up to date

Course Outlines:

Unit 1: An Overview of Human Resource Management:

- Introducing Human Resource Management HRM
- Human Resource Management vs. Personnel Management
- Main Activities, Responsibilities, and Tasks of HRM
- Introducing Strategic HRM
- Specialisms and Systems
- Modern Function Structure
- Qualifications and Professional Study
- Personal Qualities needed for HRM Work

Unit 2: Administration & Performance Management:

- Administration and Business Support
- Monitoring and Reporting

- Absence Management
- Introduction to HR Databases and Computer Systems
- Security and Confidentiality of Employee Records
- Performance Management in a multi-cultural Setting
- Appraisal Systems and 360° Feedback
- Dealing with the Poor Performer

Unit 3: Recruiting, Retaining, and Rewarding Employees:

- Social Media and Recruitment
- Choosing Appropriate Selection Techniques
- Assessment and Development Centres
- The Use and Limitations of Aptitude Tests and Psychometrics
- Induction for New Employees
- Retention Strategies
- Pay and Reward, Compensation and Benefits
- Introducing Total Reward Concept

Unit 4: Employee Support and Welfare:

- Identifying and Managing Employee Problems
- Employee Assistance Programmes
- Employee Well-being
- Equality of Opportunity & Employee Diversity
- Dignity-at-work, Bullying & Harassment
- Grievance and Conducting Workplace Investigations
- Introducing Workplace Mediation
- Exit Procedures and Exit Interviews

Unit 5: HR Planning, Learning & HR Ethics:

- Human Resource Planning
- Integrated HR Strategies
- How do Adults Learn?
- Training and Development Interventions
- Learning Styles
- HRM Ethics & Professional Conduct
- Continuing Personal Development CPD
- Personal Action Planning