

HR SKILLS

OBJECTIVES

The Human Resource Department hardly gets the spotlight on them. Other popular departments such as Marketing and Operations are normally the area of focus. However, the HR Department is indeed the backbone of the organisation unless the organisation can make do without their employees. But managing and working in a HR Department is not an easy task, it requires various skills and people management. This comprehensive course includes various essential skills needed for beginners in a HR Department. The participants should aim to:

COURSE CONTENTS

Module 1: Managing Human Resources

- What do you need to know as a human resource personnel.
- Skills needed in managing human resources.

Module 2: Recruitment and Selection

- Understanding personalities to select better.
- Process of recruitment, selection and interview session.
- Conducting interviews.

Module 3: Administration After Hiring

- Documentation involved on first month.
- Conducting and organising Briefing and orientation.
- Monitoring the employees.
- Writing Human Resource related letters.

Module 4: Training and Development

- Mapping competencies and utilising competencies for analysing training needs.

Module 5: Job Analysis and Performance Appraisal

- The process of conducting performance appraisal.
- The unwritten skills for effective appraisal interview.

WHO SHOULD ATTEND

HR Personnel who have not had any formal training.

RESOURCE PERSON

Dr. Devanand Subramanian has been 15 years as HR practitioner, consultant, adviser and trainer. He has worked in various industries such as manufacturing, services, education, IT and construction providing skills, expertise and knowledge in HR related areas such as payroll, manpower management, staff development and retention, competency development, HR systems integration, compensation and benefits management, staff welfare and support and workplace safety and health control and prevention management.

Duration

2 days

SSTC Member

RM 689.00

Non SSTC Member

RM 742.00

SME

Training Grant

RM 222.60

*all rates are inclusive
of 6% GST

For more information or registration, contact:

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