



## 2-IN-1: JOB DESCRIPTIONS AND INDUCTION PROGRAM

SABAH SKILLS & TECHNOLOGY CENTRE

### INTRODUCTION

This 2-in1 Short Course on Basic HRM Skills is designed especially for SMEs that do not have the luxury of a dedicated HR department. These 3 Basic HRM Skills How to Write Formal Job Descriptions and How to Design a Formal Induction Program are interlinked to one another and thus it does make sense to combine all these 3 into one short course. However, it is designed in a modular format so that those employers, who could not afford to release their staff for too many days, could opt for a specific module and or to have the course scheduled according to their convenience.

### COURSE CONTENTS

#### How to Write Formal Job Descriptions

- Importance of a Well-written Job Description,
- Examples of Good and Bad Job Descriptions,
- Guidelines to Writing a Proper Job Description,
- Exercises on Writing your Own Job Description
- Additional Exercises on Writing Other Job Descriptions,
- Presentation on your Job Description

#### How to Design a Formal Induction Program

- Importance of an Induction Program,
- Case Study Discussions, Guidelines to Design a Proper Induction Program,
- Designing a Formal Induction Program, Preparations to Implement an Induction Program,
- Exercises on Designing Your Own Induction Program,
- Additional Exercises on Designing Other Induction Programs,
- Exercises on Designing an Induction for a New Employee for your company

### WHO SHOULD ATTEND

Specially for SME's which may not have their own dedicated HR department, HR Executives, Supervisors, Team Leaders, Section Leaders, HR Managers, Admin Executives, entry-level Managers and Secretaries.

### RESOURCE PERSON

**Lawrence Lim** has accumulated several years of training experience across 3 different major industries, namely: Office Automation, FMCG and the Service industries. His executive search clientele includes global multinational companies from diverse industries such as: Oil & Gas, FMCG, Hospitality, Construction, Engineering, Manufacturing, Pharmaceuticals, Health Care, Financial Services and IT, among others. With more than 20 years of corporate training experience and 10 years as a Head Hunter, Lawrence will be sharing more than just theories and concepts. His academic qualifications include a degree in MBA majoring in HRD with Distinction from the University of Hull, UK and a BA Economics (Honours) from the University of Malaya. In addition, he has certificates in Course Leaders' Course, Training Design and Train the Trainer from the Singapore Institute of Management as well as from Gestetner International PLC.

#### Sabah Skills & Technology Centre

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Website : <http://sstc.org.my>

Duration

3 Days

SSTC Member

RM 848.00

Non SSTC Member

RM 901.00

FSI's Member

RM 874.50

Fee is inclusive of refreshment, lunch, course materials and certificate of attendance

\*Rate inclusive of 6% GST