



LEARNING OUTCOMES

This course is a foundational course, describing key HR components and processes, and designed to help participants in their new HR responsibilities. The following are the learning outcomes shall absorbed by the participants:-

- Have a good understanding of key components in HRM
- A thorough grasp of the fundamentals of HR and application in the workplace
- In-depth knowledge and confidence to apply HR Practices and procedures within their organizations
- A wide network of fellow professionals to network and share best practice with.

COURSE CONTENTS

Module 1: Introduction To Human Resource Management

- The purpose and importance of Human Resources
- Roles and responsibilities of the HR department
- The role of the HR practitioner

Module 2: HR Planning, Recruitment and Selection

- HR Planning
- Succession Planning
- Selection process
- Interviews

Module 3: HR Development

- Competency Management
- Learning & Development
- Talent Management
- Performance Management

Module 4: Managing Staff Discipline and Disciplinary Process

Module 5: Current Issues and Merging Trends in HR

Module 6: Developing yourself as a HR Practitioner

WHO SHOULD ATTEND

HR Personnel who is starting out in the Hr profession, perform HR duties as part of a non HR job or performing in a new HR function and who have not had any formal training.

Duration
2 Days

SSTC Member
RM 795.00

Non SSTC Member
RM 848.00

FSI's Member
RM 821.50

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

*Rates inclusive of 6% GST

Sabah Skills & Technology Centre

No. 8, Jalan 1C, KKIP Selatan, Industrial Zone 1 (IZ1), KKIP, 88460, Kota Kinabalu, Sabah

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RESOURCE PERSON

Sarah Elizabeth Kuang holds a Bachelor of Science, majored in Industrial Economics graduate from University Putra Malaysia. She started her career as HR Executive in 1994 at Gas District Cooling (M) Sdn Bhd. Then, she moved to PETRONAS Methanol (Labuan) Sdn Bhd in 1996 as an Executive specialist in HR administration and staff remuneration services. She later worked with Malaysia LNG Sdn Bhd before she served PETRONAS, as an Executive in HR management. Along the year, she has been certified as an ISO 9001: 2008 Lead Auditor. Today, with her experience in HR operations nearly 22 years open up her opportunity to get started in HR training. For her, continuous learning is the key to success. To ensure her delegates' learning is truly enhanced. Sarah shares insightful and practical guidance to implement best practice that will bring about people development initiatives within the organization. It is her strong belief is that every individual potential can be developed and she evokes positive self-response.

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