



*Training Course:  
Human Resource Management*

*25 - 29 November 2024  
Kuala Lumpur (Malaysia)  
Royale Chulan Kuala Lumpur*

## Training Course: Human Resource Management

Training Course code: HR234804 From: 25 - 29 November 2024 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur Training Course Fees: 5250 € Euro

### Introduction

This course is designed to provide an understanding of the HRM concept and deliver the basis for the key HRM practices and procedures, to raise individual performance levels and achieve your corporate objectives.

Gain the ability to increase the performance, skills, attributes, and professionalism of your company's employees to enhance and sustain a competitive advantage with our Human Resource Management course.

With the skills developed through this course, participants will understand how to manage human resource responsibilities, and find employees who will positively impact their company's competitive position with confidence and professional acumen. This seminar is for professionals who want to go a step further and increase their responsibilities, reliability, salary, and status.

This training course will highlight:

Equip participants with skills and knowledge on how to carry out their main responsibilities as Human Resource Managers/ assistants

Suggest and analyze all features and skills required to be an ideal Human Resource Manager

Improve participants' skills in recruitment, selection, integration, and retention of new employees

Train managers on how to deliver effective performance feedback, rate employees, accurately, and mitigate legal risk.

### Course Objectives of Human Resource Management

The training course will enhance your ability to identify and determine the statutory, legal, and compliance requirements within your organization. It will boost your skills in ensuring that work activities adhere to and are compliant with legal frameworks while seeking to provide an environment that minimizes the risk to all who operate within it.

At the end of this training course, you will learn to:

- Describe the role of a human resources manager
- Familiarize yourself with the employee development landscape at your organization
- Identify the factors that influence the workforce
- To make decisions based on evidence rather than opinion
- To understand the principles of Organization change

- Identify effective planning, recruitment, and selection practices to align selection and staffing strategies with business strategies
- Describe the key features of the employment process
- Create a workplace atmosphere that reduces the occurrence of behavior issues through effective communication with new and existing employees
- Analyze labor relations environments, understanding regulatory and organizational elements and how they affect relationships between management, unions, and employees
- Select appropriate training methods, technologies, and content for employee development
- List the forms that conflict may take in the workplace & suggest ways to alleviate conflict
- Comprehend HR Scorecards

## Target Audience of Human Resource Management

- Line-level HR professionals
- Recruiters
- Compensation analysts
- HR Managers & Assistants
- Employee Relations Manager
- Training & Development Manager
- People who are seeking to enter the HR field
- Global professionals from a diverse range of organizations, including for-profits large and small, NGOs, and governmental agencies
- Anyone serving in a role such as an office manager who performs HR functions or has a reach into HR

## Course Outlines

### DAY 1

#### Introduction

- About HR Management
- HR Management Cycle
- Strategy & Business Result
- The context for HR
- Strategic Business Planning
- Corporate Social Responsibility
- Human Capital Management

#### Manpower Planning

- Manpower Planning
- Technique to determine the number of recruits
- Recruitment
- Recruitment from External Resources

## DAY 2

### Employee Selection

- Employee Selection
- Pre-employment assessment
- Remuneration & agreements

### Connecting HR Metrics and Analytics with Action 1

- Change Management
- Employee Relations
- The relationship between HR and the Line
- The Use of Competencies
- Employee Development
- Succession Planning

### Planning, design, and development

- General
- Objectives
- Activities

## DAY 3

### Training and Development

- Developing Employees
- Training process
- Assessing training requirements
- Competency analysis
- Enhance training effectiveness
- Type of training program
- Evaluation of training effectiveness

### Employee Performance Management

- Career Planning and Development
- Career Stage
- Career Anchors
- Career Management and the First Assignment
- Retaining employees

### DAY 4

#### Relations in workplace

- About relations in the workplace
- Conflicts
- Key performance indicators
- Improvement of relations

#### HR Scorecard

- HR Strategy Map
- HR Scorecard
- Template for HR Manager

### DAY 5

#### Understanding and being able to Act on High-Level HR Trends

- Human Resource Management
- World business trends - leadership, team working, employment/ supervision ratios
- Changing Trends relating to HR

## Registration form on the Training Course: Human Resource Management

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....

Position: .....

Telephone / Mobile: .....

Personal E-Mail: .....

Official E-Mail: .....

### Company Information

Company Name: .....

Address: .....

City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....

Position: .....

Telephone / Mobile: .....

Personal E-Mail: .....

Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
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