



*Training Course:  
The 5-Day MBA in HR*

*4 - 8 November 2024  
Kuala Lumpur (Malaysia)  
Royale Chulan Kuala Lumpur*

## Training Course: The 5-Day MBA in HR

Training Course code: HR3011 From: 4 - 8 November 2024 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur Training Course Fees: 5250 € Euro

### Introduction

This intensive training course examines how to develop and master the key areas of Human Resource Management HRM. HR is changing beyond recognition from the days of the old Personnel Departments. HR is now recognized as a strategic source of competitive advantage and as a predictor of future business performance. This exciting program will bring you up to date on the latest techniques and approaches that are appropriate ineffective management of Human Resources.

- Strategic HRM in the modern organization
- Employee Reward and how it influences employee behavior
- Learning & Development in the 21st Century
- Performance Management in a multi-cultural environment
- The latest strategies for effective resourcing and recruitment

### Course Objectives of 5-Day MBA in HR

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

- Understand Strategic HRM approaches SHRM
- Describe the role and functions of the Personnel/HR Department
- Demonstrate a thorough understanding of employee resourcing, recruitment & reward
- Describe best practice in working with employees with problems
- Understand performance management in a multi-cultural environment
- State the of HR Ethics

### Training Methodology

Dynamic presentations supporting each of the topics together with interactive trainer lead sessions of discussion. There will also be practical sessions where participants have the opportunity to practice and experience some HR-related activities. Role-plays, case studies, DVDs, small group work, exercises, and feedback will be used to facilitate learning.

### Organizational Impact of 5-Day MBA in HR

- Will enable participants to successfully work in an HR or Personnel Department
- Improve on any performance management system
- Add value to the department and the organization as a whole.
- Participants are encouraged to take new ideas and strategies back to their workplace for discussion with their managers.
- The organization will receive input into key areas for improvement from an enthused employee
- Staff committed to building a high-performance organization

### Personal Impact of 5-Day MBA in HR

- Will enable participants to understand current best practice in HRM
- A greater strategic overview of the HR function
- Develop your skills for the future and be able to help transform the current activity into and added value activity
- Will enable participants to work with and assist employees
- Transform recruitment and appraisal processes with startling results
- Improved confidence and self-assurance

## Course Outlines of 5-Day MBA in HR

### DAY 1

#### An Overview of Human Resource Management

- The changing world of business and its impact on the Human Resource Function
- Introducing Human Resource Management HRM
- The difference between HRM and Personnel Management
- Main activities, responsibilities, and tasks of HRM
- Introducing Strategic HRM SHRM
- Strategic Business Planning
- HR jobs and systems
- Typical department structure - HRM department case study
- Qualifications and professional study - CIPD, SHRM, Arabic Societies

### DAY 2

#### Performance Management in a Multi-Cultural Organization

- The principles of effective performance management
- The role of HR and the responsibilities of line management in PM
- Addressing the performance gap
- Invoking the disciplinary process
- Performance Management in multi-cultural organizations
- The purpose and use of Performance Appraisal
- Characteristics of an effective Performance Appraisal meeting
- The advantages and disadvantages of 360-degree feedback

### DAY 3

#### Recruitment, Employee Resourcing & Reward

- Flexibility and introducing the "flexible firm"
- Pay and reward, compensation and benefits
- Total reward
- The psychology of motivation
- Introduction to reward
- Recruitment and selection
- Assessment and development centers
- Exit procedures and exit interviews

### DAY 4

## Workplace Conflict & Working with Troubled Employees

- Managing employee problems
- Stress Management
- Counseling Services & Employee Assistance Programmes EAP
- Equality of opportunity & employee diversity
- Bullying & Harassment
- Workplace Conflict
- Managing conflict at work
- Introducing workplace mediation

## DAY 5

- Human Capital Management - HR Planning
- What is learning?
- Training and Development
- Induction for new employees
- HRM Ethics
- Corporate Social Responsibility
- Personal action planning
- Continuing personal development CPD

## Registration form on the Training Course: The 5-Day MBA in HR

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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  
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to: Global Horizon  
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