



*Conference:
HR Skills for HR Assistants*

*30 August - 3 September 2027
Kuala Lumpur (Malaysia)*

Conference: HR Skills for HR Assistants

Conference code: CO8235 From: 30 August - 3 September 2027 Venue: Kuala Lumpur (Malaysia) - Conference Fees: 6300 € Euro

Introduction

Human Resources is a vital, strategic function in modern organizations. This conference offers a comprehensive introduction to key HR practices, ideal for new HR Assistants or as a refresher for experienced professionals. Topics include Nationalization, Change Management, Employee Relations, and Performance Management. Gain essential skills to enhance your HR function and drive organizational success.

Objectives

- Explain the role and purpose of the HR/Personnel function
- Develop HR policies which meet the strategic aims of your organization
- Apply HR practices which fit the needs of your organization
- Develop a set of HR policies that will reflect the context of the Middle East
- Adapt the practices currently in place in the West
- Identify critical issues in your organization that will need to be addressed
- Develop a high-performance culture
- Develop a harmonious relationship between HR and the line

Target Audience

This conference is designed for:

- HR Assistants and HR Officers
- Junior and Entry-Level HR Professionals
- HR Generalists and HR Coordinators
- Employee Relations Officers
- Recruitment and Talent Acquisition Staff
- Training and Development Coordinators
- Line Managers involved in HR processes
- Administrators transitioning into HR roles
- Professionals seeking an introduction or refresher in core HR practices
- Individuals aiming to build practical HR skills in policies, employee relations, recruitment, and performance management

Outlines

Day 1: HR in context and relationship with the rest of the organization

- The Context for HR in the Middle East
- Absence Management
- Alcohol and Drug Abuse
- Assessment Centres
- Bonus and Incentives
- Business Travel and Expenses
- Career Breaks and Sabbaticals
- Change Management
- Competency Frameworks

Day 2: Employee Relations - Employer of Choice

- Coaching
- Codes of conduct
- Communications
- Competency Frameworks
- Consultation
- Clothing and Dress Codes
- Disciplinary Procedure
- Employer of Choice
- Employee Relations
- Handling Disciplinary and Grievance Issues
- Harassment Policies

Day 3: Recruitment - Work-Life Balance

- Recruitment
- Redundancy

- Relocation
- Retention
- Salary Scales
- Succession Planning
- Suggestion Schemes
- Sick pay schemes
- Training Strategies
- Union Recognition
- Work-Life Balance

Day 4: Job Evaluation - Performance Management

- Job Evaluation
- Leadership Competencies and Development
- Long Service Awards
- Merit Reviews
- Mentoring
- Nationalization
- Overtime
- Performance Management

Day 5: e-Learning - Internet and Email policies

- e-Learning
- HR Intranets
- Employee Assistance programs
- Employee Attitude Surveys
- Equal Opportunities
- Exit Interviews

- Giving and Receiving Feedback
- International Assignments
- Internet and Email policies

Registration form on the Conference: HR Skills for HR Assistants

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

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