



HUMAN RESOURCES FOR HODs, MANAGERS and EXECUTIVES (HRD Corp Programme Number : 10001104441)

COURSE MODULES

- Importance of HRM for HODs
- Organising the Department
- Organising Job Descriptions and Job Specifications
- Job Interview Skill
- Job Training & Developing Employee Potential
- Employee Performance Evaluation and Performance Management
- Counselling
- Managing Probationers
- Improving Employee Relations & Ethical Management



Human Resources / Staff Management is one of the most complicated and difficult task as every employee is different. Staff management is the line responsibility. Getting it right within the legal environment is immensely important for all organisations. Getting it wrong can be very damaging both in the long and short term.

This “HR for HODs, Managers and Executives” course offers the core toolkit of HR skills that every manager and HOD especially growing managers should possess, even if they don't work in HR.

COURSE OBJECTIVES

- Organise an effective department
- Write proper job descriptions and job specifications
- Conduct a successful interview
- Identify training needs, plan and carry out training and development for the department
- Conduct professional performance evaluation and draw up Performance Improvement Plans (PIPs)
- Conduct a professional counselling session
- Manage probationers the professional way
- Improve employee relations and ethics in management

WHO SHOULD ATTEND?

- ✓ HODs
- ✓ Managers
- ✓ Executives
- ✓ Anyone who is determined to be successful in his career

TRAINER PROFILE : Mr. Brian Wee Lai Han

Qualifications:- MBA (Heriot Watt University, U.K.), Dip. In Personal Management, CHRP, Member of MIHRM, **EXPERIENCE :**

Brian Wee brings with him more than 15 years of working experience in Human Resource of large manufacturing companies. He is a Resource Training person for Malaysian Institute of Personnel Management (MIPM), Malaysian Institute of Purchasing and Material Management, UBS Commercial Institute, Open University Malaysia, Asia e University and UTM Space Executive Diploma Programs and others.

He started off his career in 1980 as a Senior Officer with the Ministry of Information where he stayed for 15 years and gained extensive management experience. Later he moved to a Japanese based company where he was in charge of all spectrums of Human Resource functions. During that time, he acquired some Japanese management skills such as Kaizen, Zero Defect, JIT, Quality Control, Quality Assurance, ISO QMS and EMS Awareness Program and many others.





PARTICIPANTS' DETAILS

Participant 1 Full name and IC



Designation Contact Number

Email Address Vegetarian Meal
 YES / NO

Participant 2 Full name and IC

Designation Contact Number

Email Address Vegetarian Meal
 YES / NO

Participant 3 Full name and IC

Designation Contact Number

Email Address Vegetarian Meal
 YES / NO

ORGANISATION DETAILS

Organisation :

Contact Person : Mobile Number:

Address :

Email : Fax :



Please make payment to :
WANFAH PROSPER PLT
 ACCOUNTS NUMBER : 3812930508
 BANK : Public Islamic Bank Berhad
FEE PAYABLE PER PARTICIPANT :

Normal Price : **RM2,288**
 Early Bird (15 days before event) : **RM2,089**
 Group Fee (>2 participants) : **RM1,888**
 Fee includes course materials, lunch and 2 tea breaks per day.
 Claiming HRDF Levy? YES / NO

Date and Venue : _____

(Pls check our website
<https://wanfahprosper.com/latest-events/>)

Contact : Cik Nor / Puan Nasifah / Mr. Tan
 Tel : +60351663399
 WhatsApp : +60162634929
 Email : sales@wanfahprosper.com

CANCELLATION / TRANSFER

Upon registering, participant(s) are considered successfully enrolled in the event. Written cancellations / transfer notice (substitution or to later dates) received :

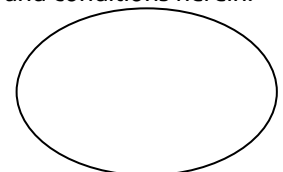
- More than ten (10) working days before the event, a refund (less administrative charge of 15%) will be made.
- Ten (10) working days or less before the event, no refund will be made.
- For no show on the day of the event, full payment is required. If you cannot attend the event, you can nominate a substitute at any time without payment of an administration fee.
- A full (100%) refund may be granted if the course is cancelled by Wanfah Prosper PLT (WFP). WFP reserves the right to postpone or cancel the event and / or change facilitator at any time should circumstances beyond its control arises. WFP also reserve the right to make alternative arrangements without prior notice should it be necessary to do so.

DATA PROTECTION

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709)

DISCLAIMER

Upon signing this registration form, you are deemed to have read and accepted the terms and conditions herein.



Authorise Signatory

Organisation stamp