

HR for Non-HR & Operational Line Managers & Executives (HRD Corp Programme Number : 10001538944)**COURSE MODULES**

- Importance of HRM for HODs
- Employers and Employees Rights
- Drafting Job Descriptions and Job Specifications
- Job Interview Skill
- Job Training & Developing Employee Potential
- Performance Management
- Counselling
- Documentation for Non-performance and Indiscipline
- Domestic Inquiry
- Special Issues in Managing Probationers
- Improving Employee Relations



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 Non-HR & Operational Line Managers & 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
- Draft 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 in the legal and 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. CYRIL PAGADALA

QUALIFICATIONS : BA (English), MA (Human Resource Management), HRD Corp Train-The-Trainer Certificate no: TTT/0217

Cyril has vast real work experience, in local and multinational companies, of more than 18 years in the field of Human Resources Management, Administration and Operations in various industries: banking, manufacturing, hospitality, tourism, and publications. He last held the position of Director of Administration and Human Resources of a group of companies.

He has managed all HR functions from recruitment to termination/dismissal.

He is now a lecturer and corporate trainer since 2007 in the field of: human resource management, HR laws, leadership principles, customer service, business communication and English. He lectures on the OUM degree programmes in Human Resource Management.



REGISTRATION FORM (HRD Corp Claimable)
HR for Non-HR & Operational Line Managers &
Executives (HRD Corp Programme Number : 10001538944)

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 :

PAYMENT DETAILS : Cheque / Direct Credit

Bank & Cheque No.

Amount :

Please make payment to :

WANFAH PROSPER PLT

ACCOUNTS NUMBER : 3812930508

BANK : Public Islamic Bank Berhad

FEE PAYABLE PER PARTICIPANT :

Normal Price : RM2,518

Early Bird (15 days before event) : RM2,298

Group Fee (>2 participants) : RM2,078

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 / Puan Suhaila

Tel : +60351663399 / +60104403399

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