



Creativity & Excellence in Human Resources & Personnel Management

Date	Venues	(\$)Fees	Book your seat
18 Feb -22 Feb 2024	Kuala Lumpur	3300	Register Now

Course Overview

This course will provide delegates with the skills and knowledge to make a valuable contribution to the success and continued effectiveness of the HR function. The subjects covered in this course will provide practitioners to be up-to-date with the latest thinking and approaches. This includes all aspects of a modern employment policy presented from the point of view of the HR function.

Course Objective

- Describe the purpose of HRM and identify the objectives commonly set to achieve this purpose
- Summarize the activities associated with how employers obtain, develop, utilize, evaluate, maintain and retain the appropriate numbers and types of employees
- Determine the HR responsibilities
- Describe job analysis and job descriptions

Who Should Attend?

- HR Managers
- Training Managers
- Organization development practitioners
- Human resource development managers

Course Outline

- Competitive HR Strategies
- Approaches to Planning and Implementation
- Functional HR Effectiveness
- Talent Management & Succession Planning
- Effective Recruitment & Selection
- Training & Development
- Motivation, Reward & Incentives

Training Methodology

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Games & Role plays



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