



## The Art of Human Resources Management

| Date                | Venues       | (\$)Fees | Book your seat               |
|---------------------|--------------|----------|------------------------------|
| 08 Dec -12 Dec 2024 | Kuala Lumpur | 3300     | <a href="#">Register Now</a> |

### Course Overview

This training offers to participants a variety of substantial and valued information about total compensation. It will guide HR practitioners how to design a Compensation and Benefit Scheme as well as how to develop a sound performance management system. It will also highlight the ways on how to ensure satisfactory performance, review job leads and determine the criteria for Key Performance Indicators (KPIs).

Throughout this training, participants will better understand the principles of total remunerations as well as how to retain and reward employees in alignment with companies' general policies and strategies.

### Course Objective

- Describe the work and structure of a modern personnel (HR) department
- State why accurate and accessible HR records are essential
- State the HR requirements for the induction of a new employee
- Help to plan and administer performance appraisals
- State the benefits of having an HR Strategy and long term HR Plan

### Who Should Attend?

This training will be animated by professionals in the field of Human Resources and Management Consultancy Services. We expect the target audience to represent those people who are currently working in the Human Resource Management Department and directly involved in HR Compensation and Benefits' areas.

### Course Outline

- Managing staff performance
- Ensuring satisfactory & quality performance
- Explaining hr role in performance & remuneration strategies
- Writing hr policies, processes & procedures

### 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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