

HR MANAGEMENT FOR BEGINNERS

Clerical, Secretarial & Administrative

Duration: 2 Day(s)

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PCSS PMI ID No: 110994
RCP ID No: 12-0133
Course ID: PCSS660

Course Objective

To understand and gain the essential skills in managing human resource, interviewing skills, appraisal process and the process and methods of mapping competencies.

Course Overview

Module 1: Managing Human Resources
Module 2: Recruitment and Selection
Module 3: Administration after Hiring
Module 4: Training and Development
Module 5: Job Analysis and Performance Appraisal

Course Topic

Module 1: Managing Human Resources

- That do you need to know as a human resource personnel
- Skills needed in managing human resources

Module 2: Recruitment and Selection

- Understanding personalities to select better
- Process of recruitment, selection and interview
- Conducting interviews

Module 3: Administration after Hiring

- Documentation involved on first month
- Conducting and organizing briefing and orientation
- Monitoring the employees
- Writing Human Resources related letters

Module 4: Training and Development

- Mapping competencies and utilizing competencies for analyzing training needs

Module 5: Job Analysis and Performance Appraisal

- The process of conducting performance appraisal
- The documentation involved
- Organizational Breakdown Structure
- The unwritten skills for effective appraisal interview

Methodology

- Lectures
- Individuals and group discussions
- Presentation

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Fees RM1000/Pax
Min 5 pax in-house
Max 20 Pax

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