



THE COMPETENT HR GENERALIST

-The Full Spectrum-

HRD Corp Claimable Courses

Duration

2 days

Time

9.00am to 5.00pm

Venue

Kuala Lumpur Golf & Country Club, Bukit Kiara Kuala Lumpur

((Strategy is about setting yourself apart from the competition.))

INTRODUCTION:

The function of the HR Department is to initiate, organise and manage employees at the strategic level to make best use of their skills and motivate them to contribute to the profit of the organisation; through the respective line departments.

At the same time the HR Department has to manage its own HR employees. In order to do this, an organisation needs to set a proper system and administer it well so that employees derive satisfaction from work. Some of them are legal procedures. Others are systems procedures.

This programme focuses on the core aspects of HRM functions in an organization carried out on a day-to-day basis as per the laws of Malaysia. New employees to the HR function / department will benefit greatly as this programme gives an overview of the HR function and how it fits into the organisation's management system.

OBJECTIVES OF THE PROGRAMME:

The main objective is to provide an overview of the day-to-day operations of the HR function for HR personnel.

As a participant, you will learn the following:

1. How to write effective job descriptions and job specifications; determine head-count numbers (HR Planning); conduct interviews and select right employees .
2. How to identify training needs (TNA) in an organization and carry out training; and an onboarding programme.
3. How to conduct a performance appraisal; plan career development; and manage employees' probation.
4. How to carry out Job Evaluation (JE); administer the legal and the common optional benefits.
5. How to manage termination issues such as resignations, retrenchment and disciplinary action including a Domestic Inquiry (DI)

PROGRAM OUTLINE

DAY 1(ONE)

9.00AM TO 10.30AM

Introduction

- ✚ What is HR Management?
- ✚ Roles of the HR Specialist and Generalist
- ✚ Roles of Non-HR managers in HRM roles
- ✚ Human Resource Management functions




Drafting Job Descriptions & Specifications

- ✚ Role of JD and JS
- ✚ Who drafts JD/JS?
- ✚ Role of HRM
- ✚ Content of JD/JS





BREAK: 10.30 AM TO 10.45AM

10.45AM TO 1.00PM

Manpower Planning

-  What is human resource planning?
-  Organisation Chart of the HR Department
-  Determining head count numbers




Recruitment, Tests & Selection

-  Methods of recruitment
-  Types of questions for job interviews
-  Types of employment selection tests
-  Post interview process




LUNCH BREAK: 1.00PM TO 2.00PM

2.00PM TO 3.30PM

Training & Coaching

-  Training Needs Analysis (TNA)
-  Training methods & Coaching
-  Judging training effectiveness





Orientation /Onboarding

-  Who conducts orientation?
-  Content of orientation
-  Method of orientation

BREAK: 3.30PM TO 3.45PM

3.45PM TO 5.00PM

Performance Appraisal & Management





-  The 4 Perspectives of the Balanced Scorecard
-  Setting KPIs
-  Conducting the appraisal interview: do's and don'ts
-  Performance Improvement Plans (PIP)

END OF DAY 1(ONE)




DAY 2(TWO)

9.00AM TO 10.30AM

Career development

-  Job rotation
-  Promotions
-  Transfers
-  Job enrichment / enlargement




Job Evaluation (JE) for Designing Salary Scales

-  Purpose of job evaluation
-  How to design a salary scale
-  Points Method of JE




BREAK: 10.30 AM TO 10.45AM

10.45AM TO 1.00PM

Administration of Malaysian Legal Benefits (Employment Laws 1955, 2004, 2005)

-  Overtime rates: weekdays, rest day, public Holidays
-  Types of leave entitlement: Annual leave: sick leave, maternity, paternity leave
-  Optional benefits: prolonged illness leave, compassionate leave





Probationers

-  Probationary notice of termination
-  Processes to terminate a probationer
-  Extension of probationary period

LUNCH BREAK: 1.00PM TO 2.00PM

2.00PM TO 3.30PM



Discipline Management / Dismissal in Malaysia

-  Grievance Procedure
-  Managing discipline
-  Handling major and minor misconduct
-  Conducting a Domestic Inquiry

BREAK: 3.30PM TO 3.45PM

3.45PM TO 5.00PM

Resignation / Termination Issues in Malaysia

-  Notice of resignation
-  Calculation of salary for short-notice / incomplete month
-  Legal Retrenchment benefits

END OF DAY 2(TWO)

WHO SHOULD ATTEND?

- HR Executives
- HR Assistants
- New HR Personnel

METHODOLOGY:

Presentations, discussions, workshops, case study

TRAINER PROFILE : MR CYRIL PAGADALA

Cyril has a BA (English) and MA (Human Resource Management).

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 such as:

Setting up the HR Department A-Z and company start-up operations with appropriate systems in a new organization as part of start-up operations, developing policies and procedures, writing operational procedures, developing performance appraisal standards, managing recruitment and selection, setting up wage systems, designing motivation strategies, reducing employee turnover, training, handling misconduct, taking disciplinary action, conducting the domestic inquiry, handling grievances, carrying out negotiations with trade unions and collective agreements, etc

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 hosted by the Malaysian Employers Federation (MEF) .

His tenure in organizations has provided him with deep insight and lasting exposure to various problems and solutions of different kinds. He brings this exposure to his specialised areas of training.

He delivers and facilitates the programmes in a simple, easy-to-understand way and willingly shares knowledge. Due to his real hard-knock work experience, he is able to provide many simple solutions to work challenges.

He has trained a wide range of organizations such as:

CCM Chemicals, Ornasteel Enterprise Corporation, FELDA, Euratech (M), Alliance Bank, Affin Bank, MBF Cards, Telekom Malaysia, PERODUA, RHB Bank, Optimax Eye Specialist Centre, Hotel Maya, Tanjung Rhu Resort, Prestar Steel Pipes, Companies Commission Malaysia, Manulife, TNB, Malaysia AIDS Council, Malaysia Newsprint Sdn Bhd, Equatorial Hotel, BC Petrochemical, Wonder Bowl, Schaefer Kalk (M), Guardian Venture (M), Kudrat Maritime, Bumimetro Construction, Sinora, Global Airfreight, Shangrila Hotel, Hitachi Chemical, Redtone Telecommunications, Multipurpose Insurance, Pacific Regency Apartments, STT Technologies, Fujiya Constructions, Boulevard Hotel, EON, Cargil Palm Products, Petronas, Hospital Pantai Indah, Country Heights Resorts, YTL Land, Sime Kansai, Samsung Electronics (M), JVC Video (M), Kelab Sukan Cahaya, UPD Systems, Takaful Nasional, Dewan Bahasa Dan Pustaka, Job Street.com, Inti College, Toshiba, etc

Participation Registration & Fee

Participation Fee: **RM 1,895.00** per person (2days)

HRD Corp Claimable Courses

(Fees inclusive of certificate of attendance, welcome morning coffee, 2-tea break and 1-luncheon.)

*In-House Training can be organised upon request.

We have limited seats! Register Now!

To register, email to marketing department at mytrain2@mytrainingmalaysia.com

Registration via online can be done thru our website at www.eliteedge.com.my

ORGANISED BY

ELITE EDGE TRAINING (202403112918 (LA0067857-X))

(HRD Corp Registered Training Provider)

**LEVEL 23-1, Premier Suite, One Mont Kiara No 1,
Jalan Kiara, Mont Kiara 50480 Kuala Lumpur Malaysia**

Tel: +603 – 27856812

Marketing WhatsApp: + 6013 335 8805 & +6016 221 5364

elite edge

