



**SBL Scheme**

**EXECUTIVE DIPLOMA IN  
HUMAN RESOURCE  
MANAGEMENT & DEVELOPMENT (HRMD)**



The Executive Diploma in Human Resources Management & Development is designed to provide comprehensive approach for personnel working in / entering into Human Resources field. The course covers the macro understanding human resource (HR) planning and implementation of effective HR management initiatives, with crucial elements of industrial relations, occupational safety and strategic integrated HRM. This uniquely developed course also incorporates concepts of organisational development and the international aspects of labour management, in collaboration with the International Labour Organization (ILO). This is a highly distinctive course, conducted by human resource practitioners, specialist, legal consultants and representatives from the ILO.

The program is designed to:

- Formalize competency standards required for effective administration of the human resource management activities
- Provide qualification and recognition for human resource personnel
- Provide strong foundation of the practice of Human Resources Management, focusing on key HR areas which equip participants with skills in resource planning, compensation structures, performance management and Malaysian labour & safety laws as well as international concepts on labour.
- Develop knowledge and skills in Human Resource Development, including organizational behaviour, motivation models, change management and organization culture

**WHO SHOULD OBTAIN THIS CERTIFICATION?**

Organizations are encouraged to provide formal certification in human resource management and development competencies for the following categories of staff:

- Human Resource Management (HRM) / Personnel executives, assistance, non-executives and clerical staff seeking formal qualification in HRMD.
- Operational company personnel currently involved and/or providing assistance in HR administration functions and activities
- Individuals with or without experience, having an interest in HRMD and seeking to pursue a career in HRMD.

**ENTRY REQUIREMENTS:**

- Minimum SPM / SPVM or MCE with 2 years working experience
- Minimum STPM 2 principles with 1 year working experience

**COURSE STRUCTURE, OBJECTIVES AND ASSESSMENT:**

Participants will have 400 hours of learning [including project papers, tutorials & examinations] over duration of 1 year, with classes conducted over the weekends. The program structure comprises eight (8) integrated modules:-

	<b>MODULES</b>	<b>OBJECTIVES</b>	<b>HOURS</b>
1.	<b>MANAGEMENT PROCESS - THEORY &amp; PRACTICE</b>	Provides solid foundation on understanding organizations & management:- <ul style="list-style-type: none"> <li>▪ Management concepts &amp; functions</li> <li>▪ Development of people management theories</li> <li>▪ Strategic Human Resource Management</li> </ul>	24 hours
2.	<b>EMPLOYEE RESOURCE PLANNING &amp; POLICIES</b>	<ul style="list-style-type: none"> <li>▪ Introduction to Human Resource Management</li> <li>▪ HR Balance Scorecard</li> <li>▪ Manpower planning &amp; job evaluation</li> <li>▪ Resourcing strategy, demand &amp; supply forecasting</li> <li>▪ Organisational structure &amp; design of jobs</li> <li>▪ Breakdown of job contents of task, activities, tools &amp; equipment and person specification</li> <li>▪ Recruitment &amp; employment contract</li> <li>▪ Succession and career management planning.</li> </ul>	56 hours
	<b>MODULE 1&amp;2 EXAMINATION</b>		4
3.	<b>DESIGNING BENEFITS, COMPENSATION PLANS &amp; POLICIES</b>	<ul style="list-style-type: none"> <li>▪ Introduction on Reward Systems</li> <li>▪ Wage theories like Compensation Management, Job Evaluation Wage setting</li> <li>▪ Development of Salary Structures</li> <li>▪ Employee benefits/fringe benefits</li> <li>▪ Productivity / Performance Linked Wage System (PLWS)</li> <li>▪ Three dimensional reward system and Industrial Court Guidelines</li> </ul>	56 hours
4.	<b>PERFORMANCE MANAGEMENT &amp; EMPLOYEE DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>▪ Performance management process &amp; methods</li> <li>▪ Performance appraisals – quantitative &amp; qualitative approaches</li> <li>▪ Concepts of Balance Scorecard</li> <li>▪ Appraisal techniques - competency, key performance indicators, key result areas, management by objectives</li> <li>▪ Practical aspects of implementing the performance appraisal</li> <li>▪ Poor performance improvement</li> <li>▪ Performance development - training needs analysis</li> <li>▪ Adult learning principles for development</li> <li>▪ On-the-job training / performance coaching</li> </ul>	56

	<b>MODULE 3 &amp; 4 EXAMINATION</b>		4
5.	<b>INDUSTRIAL &amp; LABOUR LAWS OF MALAYSIA</b>	<ul style="list-style-type: none"> <li>▪ Introduction to Labour Relations and the Malaysian Industrial Laws.</li> <li>▪ Scope of the Employment Act 1955</li> <li>▪ Employment Law - Rights, Liabilities and Remedies</li> <li>▪ Scope of Industrial Relations Act 1967</li> <li>▪ Rights of workmen and employers protection</li> <li>▪ Employment contract &amp; terms of service</li> <li>▪ Employee issues on absenteeism, discipline &amp; misconduct</li> <li>▪ Disciplinary Procedures &amp; domestic inquiry</li> <li>▪ Termination of Employment</li> </ul>	40 hours
6.	<b>EMPLOYEE HEALTH &amp; SAFETY LAWS OF MALAYSIA</b>	<ul style="list-style-type: none"> <li>▪ Introduction to M'sian legislation <ul style="list-style-type: none"> <li>○ OSH Act, 1994</li> <li>○ Factories and Machinery Act, 1967</li> <li>○ Safety and Health Committee Regulation 1996</li> </ul> </li> <li>▪ Occupational Health <ul style="list-style-type: none"> <li>○ Overview of Occupational Health</li> <li>○ Occupational Diseases &amp; Health Related Problem</li> </ul> </li> <li>▪ Occupational Safety <ul style="list-style-type: none"> <li>○ Housekeeping and Physical Arrangement</li> <li>○ Physical Hazards</li> </ul> </li> </ul>	24 hours
	<b>MODULE 5 &amp; 6 EXAMINATION</b>		4
7.	<b>ORGANIZATIONAL BEHAVIOUR &amp; DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>▪ Understanding of Organisational Behaviour</li> <li>▪ Theory on human behaviour</li> <li>▪ Motivation Models</li> <li>▪ Impact of Organizational Structure</li> <li>▪ Group &amp; Team Dynamics</li> <li>▪ Organisational Leadership</li> <li>▪ Development of Organizational Culture</li> <li>▪ Principles of Change management</li> </ul>	40 hours
8.	<b>INTERNATIONAL ASPECTS OF HUMAN RESOURCE MANAGEMENT</b>	<ul style="list-style-type: none"> <li>▪ Understanding international aspects of human resource management <ul style="list-style-type: none"> <li>- Social clauses &amp; WTO</li> <li>- Global compact</li> <li>- Free Trade Agreements</li> <li>- Social Security Net</li> </ul> </li> <li>▪ Corporate Social Responsibility <ul style="list-style-type: none"> <li>- Principles &amp; Concept</li> <li>- CSR &amp; HR Management</li> <li>- Fair Employment Practices</li> </ul> </li> </ul>	40

		<ul style="list-style-type: none"> <li>▪ International Labour Organisation (ILO) <ul style="list-style-type: none"> <li>- Functions of ILO</li> <li>- International Labour Standards (ILS) and industrial relations</li> <li>- ILO Conventions</li> </ul> </li> </ul>	
	<b>MODULE 7 &amp; 8 EXAMINATION</b>		4
9.	<b>ASSESSMENTS</b>	<ul style="list-style-type: none"> <li>• Tutorial / Assignments</li> <li>• Examinations</li> </ul>	
	<b>TOTAL</b>		400 HOURS
<b>PROGRAM SCHEDULE WILL BE MADE AVAILABLE ON REQUEST.</b>			

The course is highly participative and practical in nature. A range of learning methods will be used which are designed to combine sufficient theory and practice. Assessments will be continuous for the duration of the program through a combination of:-

- Learning activities structured into the content
- Specific organization-based research assignments
- Formal examinations
- Comprehensive project papers

All modules, learning activities, research assignments, examinations and project papers are designed to ground input material whilst drawing relevance to participant's organization and work functions. This ensures maximum transfer of learning to the workplace.

#### **ASSESSED COMPETENCIES**

<b><u>Research &amp; Project Paper Assignments</u></b> Participants are required to submit comprehensive Project Paper on respective organization issues on human resource management and development	<b>40% of competency assessment</b>
<b><u>Examination</u></b> Participants are required to prepare & sit for a comprehensive examination on all 8 modules to display level of understanding on each module	<b>60% of competency assessment</b>

#### **CERTIFICATION**

Executive Diploma in Human Resource Management & Development will be awarded by the MEF Academy upon completion of all program requirements.

**COURSE FEES**

RM7,000 per participant, with RM500 discount for MEF members / individuals working with MEF member companies and RM700 discount for graduants of the MEFA Certificate in Human Resource Management / Certificate in Industrial Relations. Total fees of RM7,000 / RM6,500 / RM6,300 is claimable under the PSMB SBL Scheme.

Flexible course fees installment scheme available.

**VENUE :** MEF Training Centre,  
3A06 -3A07, Block A,  
Pusat Dagangan Phileo Damansara II  
No. 15, Jalan 16/11, Off Jalan Damansara,  
46350 Petaling Jaya,  
Selangor Darul Ehsan,  
Malaysia.

**REGISTRATION PERIOD :** August - October 2009

**DATE OF COMMENCEMENT :** 22<sup>nd</sup> November 2009

**PROGRAM SCHEDULE: SATURDAY AND /OR SUNDAY**



**APPLICATION FOR ADMISSION**  
**EXECUTIVE DIPLOMA IN**  
**HUMAN RESOURCE**  
**MANAGEMENT & DEVELOPMENT 2009**

**1. PERSONAL PARTICULARS**

FULL NAME : \_\_\_\_\_

DATE OF BIRTH : \_\_\_\_\_ AGE : \_\_\_\_\_

NRIC NO : \_\_\_\_\_

MARITAL STATUS : \_\_\_\_\_

RESIDENTIAL ADDRESS :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel No : \_\_\_\_\_

OFFICE ADDRESS :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel No : \_\_\_\_\_ Fax No: \_\_\_\_\_

Email : \_\_\_\_\_

**2. CURRENT APPOINTMENT**

*(if self-employed, retired or unemployed, please indicate accordingly)*

DESIGNATION : \_\_\_\_\_

NAME OF EMPLOYER : \_\_\_\_\_

OFFICE ADDRESS : \_\_\_\_\_

NUMBER OF YEARS : \_\_\_\_\_

Describe your main duties :

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**3. QUALIFICATIONS OBTAINED**

School/College/University

Qualifications / Year

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**4. PREVIOUS EMPLOYMENT**

Employer

Designation

Year

<hr/>	<hr/>	<hr/>
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**5. Is your employer a member of MEF ?** Please tick the appropriate box.

Yes. Cheque(s) of RM6,000 payable to Malaysian Employers Federation

No. Cheque(s) of RM6,800 payable to MEF Academy Sdn Bhd

**I declare that all the information provided in this application is true and correct and I enclose herewith a cheque/bank draft No. \_\_\_\_\_ for the RM \_\_\_\_\_ being full payment of fees.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**NOMINATION / CONFIRMATION  
BY MEF MEMBER ORGANISATION**

MEF member companies nominating employees to attend this course, are required to complete this section, with the required contact details of the organization.

For self-sponsored applicants, who are seeking MEF member discount, please obtain confirmation of your employment from your organization and MEF membership number.

We hereby nominate / confirm\* Mr./ Ms \_\_\_\_\_

Designation : \_\_\_\_\_ from \_\_\_\_\_

to attend the above programme.

*\*Please delete if not applicable*

Our Cheque No. \_\_\_\_\_ RM \_\_\_\_\_ payable  
to Malaysian Employers Federation is attached herewith.

Contact person : \_\_\_\_\_

Designation : \_\_\_\_\_

Company : \_\_\_\_\_

MEF membership : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone : \_\_\_\_\_

Fax : \_\_\_\_\_

Email : \_\_\_\_\_

Signature :

Date :

Company Official Stamp: