



Diploma in Human Resource Management and Development

AUGUST 2025 | SUNDAYS 9.00AM - 5.00PM | ONLINE LEARNING (MS TEAMS)

*The Diploma in Human Resources Management & Development (DHRMD) is a comprehensive program developed in collaboration with the International Labor Organization (ILO) and Asia e University. This program covers the critical pillars of human resource (HR) operations, HR management, organizational culture, leadership, industrial relations, occupational safety as well as international labor conventions. This six-month online program is led by experienced professionals, including Chief HR Officers, Chief People Officers, HR specialists, Industrial Relations (IR) lawyers and practitioners, as well as representatives from the ILO. Successful candidates will receive **DUAL CERTIFICATION** upon completion of the course!*

Who Should Attend

- Human Resource Management (Personnel executives, assistance, non-executives and clerical staff)
- IR Personnel
- Individuals interested in IR and Labor Laws, pursuing a career in Human Resource Management
- Entry Requirements: Minimum SPM/SPVM, MCE or Certificate IR/HRM with 2 Years Experience in HR of company operations

Learning Outcomes

- Incorporate competency standards to handle industrial relations effectively in a workplace
- Recognize and apply qualifications for HR and industrial relations staff across various levels
- Analyze the key areas of Industrial Relations and Labor Laws to develop essential skills for HR management and supervision
- Enhance your communication, leadership, and interpersonal skills to thrive in professional environments

RM 8500*

(Price Inclusive of 8% SST)

*Course fee is claimable under HRDC. 30% upfront payment to training provider required.

1. Discount of RM300/participant for ≥ 3 participants from the same company
2. Discount of RM300 for self-funded participants
3. Discount of RM700 for graduates from MEFA's Certificate in Human Resource Management/Certificate in Industrial Relations

Disclaimer: Eligible participants will receive the highest applicable discount only

Course Registration



<https://forms.office.com/r/GMJg5789a3>



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03-7498 7242 / 016 - 254 1844

Course Structure

| Module | Dates | Program |
|---|------------------------|--|
| Module 1 Introduction to Human Resource Management | Sunday (2 Weekends) | <ul style="list-style-type: none">• HR Management Theories & Practices• Overview of HR functions• HR Administration, Planning & Reports• Recruitment & Selection• Appointment Letters• Employee Induction• Case Study & Assignment (25% of Assessment) |
| Module 2 Introduction to Performance Management & Appraisals | Sunday (2 Weekends) | <ul style="list-style-type: none">• Performance Management• Methods of Evaluation• Performance Appraisals & Bell curve• Balance Scorecard & Performance• Training Needs Analysis (TNA)• Performance Development and Improvement Plans• Case Study & Assignment (25% of Assessment) |
| Module 3 Strategic Human Resource Management | Sunday (2 Weekends) | <ul style="list-style-type: none">• Understanding HR Strategy• Key Drivers of HR Strategy• HR Responsibilities• Organization Structure and Reporting• HR Careers and Development |
| Module 4 Compensation & Reward Dynamics | Sunday (2 Weekends) | <ul style="list-style-type: none">• Compensation & Benefits• Wage Systems & Structures• Benefits, Incentives & Initiatives• Statutory Contributions & Administration• Wage Negotiation & Productivity Links |
| Module 5 Organizational Culture & Development | Sunday (2 Weekends) | <ul style="list-style-type: none">• Understanding Organizational Behavior• Theory on Human Behavior• Motivation Models• HR Development & Culture |

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| Module 6 International Aspects of HRM | Sunday (3 Weekends) | <ul style="list-style-type: none"> Understanding International Aspects of HRM International Labor Organization (ILO) Speaker from ILO |
| Module 7 Leadership & Strategic Competencies | Sunday (2 Weekends) | <ul style="list-style-type: none"> Leadership & Management Strategic Competencies & Development |
| Module 8 Employment & Labor Laws in Malaysia | Sunday (2 Weekends) | <ul style="list-style-type: none"> Introduction to Labor Relations & Malaysian Industrial Laws Scope of Employment Act 1955, Amendment Act 2022 & Employment Law Scope of Industrial Relations Act 1967 & IR Amendment Act 2020 |
| Module 9 Employee Relations | Sunday (2 Weekends) | <ul style="list-style-type: none"> Employee Issues at Work Major / Minor Misconducts Leave, Medical and Absenteeism Disciplinary Procedures Domestic Inquiry Termination of Employment Court Cases on Employment / Labor Laws |
| Module 10 Health & Safety Laws in Malaysia | Sunday (1 Weekend) | <ul style="list-style-type: none"> Introduction to Malaysian Legislation on OSH Act 1994 Safety & Health Committee Regulation 1996 Occupational Health Occupational Safety Housekeeping & Physical Arrangement Hazards |
| Online Examination | Sunday (9AM to 1PM) | <ul style="list-style-type: none"> 50% of Assessment |

