



# Diploma in Human Resource Management & Development

24 AUGUST 2025 | SUNDAYS 9.00AM | ONLINE LEARNING (MS TEAMS)

The Diploma in Human Resources Management & Development (DHRMD) is a comprehensive program designed in collaboration with International Labor Organization (ILO) and Asia e University. This program is specifically tailored for Human Resource personnel and operations employees (Heads of Departments, Managers and Supervisors). Online instruction offers flexibility, making it an ideal option for full-time working adults. This program is led by field experts including HR specialists, IR lawyers and representatives from ILO. The course content covers critical pillars of HR operations, strategic aspects of HR management, leadership and so much more! Successful candidates will also receive **DUAL CERTIFICATIONS** (Professional Diploma in Human Resource Management & Development Certificate issued by MEF Academy and Certified HR Practitioner Certification issued by SPEED in collaboration with Asia e University) upon satisfactory completion of this program.

**RM 9500\***

(Price Inclusive of 8% SST)

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

1. Discount of RM300/partipant for  $\geq 3$  partipants 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

## Who Should Attend

- Human Resource Management (Personnel executives, assistance, non-executives and clerical staff)
- Personnel assisting with Human Resource (HR) administration
- Individuals interested in pursuing a career in Human Resource field
- Entry Requirements: Minimum SPM/SPVM or Certificate in IR/HRM with 2 years working experience in related field(s)

## Learning Outcomes

- Learn to align HR strategies with business goals through staffing, talent acquisition and succession planning
- Gain skills to manage employee relations and ensure compliance with labor laws
- Develop effective performance management systems and support organizational growth
- Learn to assess training needs and promote continuous professional development

## Course Registration



<https://forms.office.com/r/Jn9Vi41skN>



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# Course Structure

Module	Dates	Agenda
Module 1: Introduction to Human Resource Management	24 Aug 25 14 Sep 25	1) HR Management Theory & Practices 2) Overview of HR Functions - Skills & Qualifications of HR Professionals 3) HR Administration & Planning - Process, duties & roles 4) HR Reports - Communications 5) Recruitment & Selection - Job Requisition Justification & Approval - Job Specifications & Job Description - Planning & Organizing Interviews 6) Appointment Letters - Outline of Terms 7) Employee Induction - Orientation 8) <b>Case Studies &amp; Assignment 1</b> (25% of Assessment)
Module 2: Introduction to Performance Management & Appraisals	21 Sep 25 5 Oct 25	1) Performance Management - Overview & Importance 2) Performance Appraisals - Understanding Evaluation Processes 3) Methods of Evaluation - Types of Appraisals & Ratings 4) Conducting Performance Appraisals & Bell Curve 5) Balance Scorecard & Performance 6) Training Needs Analysis - Process of Identifying Training Requirements 7) Performance Development 8) Performance Improvement Plans 9) Case Studies & Assignment 2 (25% of Assessment)
Module 3: Strategic Human Resource Management	12 Oct 25 2 Nov 25	1) What is HR Strategy - Challenges in today's New Work Environment 2) Definition of HRM Strategy & HR Models - Understanding & Revisit to Established Models 3) Key Drivers of HR Strategy - Relevance to Business & Expectation of Stakeholders 4) HR Responsibilities in Business Management - Stakeholders & Expectations 5) Organizational Structure & Reporting 6) HR Careers & Development
Module 4: Compensation & Rewards Dynamics	9 Nov 25 16 Nov 25	1) Overview on Compensation & Benefits - Basic Wages, Minimum Wage, Allowances & BIK 2) Wage System & Structures - Fixed Wages, Commissions, Bonuses, Collective Agreements & Director Fees 3) Benefits, Incentives & Initiatives - Perks, Non-Cash Benefits, Sales Incentives & Initiatives 4) Statutory Contributions & Administration - SOCSO, PCB, EIS 5) Wage Negotiations & Productivity Links - Group Salary Structure - Trade Union Negotiations - Incentive Schemes - Productivity Measurements



Module	Dates	Agenda
Module 5: Organizational Culture & Development	23 Nov 25 30 Nov 25	1) Understanding Organizational Behavior <ul style="list-style-type: none"> <li>- Macro &amp; Micro Aspects</li> </ul> 2) Theory on Human Behavior <ul style="list-style-type: none"> <li>- Scientific Management Theories</li> </ul> 3) Motivation Models <ul style="list-style-type: none"> <li>- Maslow Hierarchy of Needs</li> <li>- Herzberg Factors</li> <li>- McGregor Theories</li> </ul> 4) HR Development & Culture <ul style="list-style-type: none"> <li>- HR Development</li> <li>- Workers Values / Demographic Trends</li> <li>- Employee Engagement</li> <li>- Succession / Talent Management</li> <li>- Organizational Work Culture</li> <li>- Human Post Pandemic Organizational Culture</li> <li>- Organizational Development</li> <li>- Sustainability &amp; Diversity</li> </ul>
Module 6: Leadership & Strategic Competencies	7 Dec 25 14 Dec 25	1) Leadership & Management <ul style="list-style-type: none"> <li>- Leadership Theories</li> <li>- Situational Leadership</li> <li>- Leadership Qualities &amp; Profiles</li> </ul> 2) Strategic Competency Development <ul style="list-style-type: none"> <li>- Overview of Competencies</li> <li>- Benefits of Using Competencies</li> <li>- Understanding Competency Model</li> <li>- Application of Competencies in HR Functions</li> <li>- Training Needs &amp; Competencies Analysis Strategies</li> </ul>
Module 7: Employment & Labor Laws of Malaysia	11 Jan 26 8 Feb 26	1) Introduction to Labor Relationships & Malaysian Industrial Law <ul style="list-style-type: none"> <li>- Employer &amp; Employee Relationships</li> <li>- Rights, Liabilities &amp; Remedies</li> </ul> 2) Scope of Employment Act 1955 & Amendment Act 2022 <ul style="list-style-type: none"> <li>- Definition of Employee under EA 1955</li> <li>- Applicability of EA 1955</li> <li>- Employment Contract &amp; Terms</li> </ul> 3) Scope of Industrial Relations Act 1967 & IR Amendment Act 2020 <ul style="list-style-type: none"> <li>- Rights of Workmen and Employers Protection</li> <li>- Rights &amp; Prohibitions on Employers / Trade Unions</li> <li>- Reference of Complaint to Industrial Court</li> </ul>
Module 8: Employee Relations	15 Feb 26 1 Mar 26	1) Employee Issues at Work 2) Minor / Major Misconducts 3) Leave, Medical & Absenteeism 4) Disciplinary Procedures <ul style="list-style-type: none"> <li>- Warning Letters</li> <li>- Show Cause Letters</li> </ul> 5) Domestic Inquiry <ul style="list-style-type: none"> <li>- Charges</li> <li>- Witness Statements</li> <li>- Mock DI</li> </ul> 6) Termination of Employment <ul style="list-style-type: none"> <li>- Actions Under the Law</li> <li>- Rights of the Worker</li> </ul> 7) Court Cases on Employment / Labor Laws



Module 9: Health & Safety Laws in Malaysia	15 Mar 26	1) Introduction to Malaysian Legislation <ul style="list-style-type: none"> <li>- OSH Act 1994</li> <li>- Factories &amp; Machinery Act 1967</li> </ul> 2) Safety & Health Committee Regulation 1996           3) Occupational Health <ul style="list-style-type: none"> <li>- Overview of Occupational Health</li> <li>- Occupational Disease &amp; Health Related Problem</li> </ul> 4) Occupational Safety Housekeeping & Physical Arrangement <ul style="list-style-type: none"> <li>- Physical Hazards</li> <li>- Analysis of Case Studies</li> </ul>
Module 10: International Aspects of HRM	12 Apr 26 19 Apr 26 26 Apr 26	1) Understanding International Aspects of HRM <ul style="list-style-type: none"> <li>- Social Clauses &amp; WTO</li> <li>- Global Compact: Free Trade Agreements</li> <li>- Social Security Net</li> </ul> 2) International Labor Organization (ILO) <ul style="list-style-type: none"> <li>- Functions of ILO</li> <li>- International Labor Standards (ILS) &amp; Industrial Relations</li> <li>- ILO Conventions</li> </ul> 3) Speaker from ILO <ul style="list-style-type: none"> <li>- International Conventions, Labor Standards &amp; Policies</li> </ul>
Online Examination	10 May 26 (9AM - 1PM)	<b>Final Exam</b> (50% of Assessment)
Total Days & Hours	135 Hours	17 Days x 7 Hours (9.00 AM - 5.00 PM) 4 Days x 4 Hours (9.00AM - 1.00 PM)
Assessment & Examination		<p><b><u>Assignments</u></b>            Participants are required to submit 2 comprehensive assignments on respective organization human resource management functions</p> <p><b><u>Examination</u></b>            Participants are requires to prepare &amp; sit for a comprehensive examination on all modules to demonstrate competency and understanding on the topics taught previously</p>