



DIPLOMA IN HUMAN RESOURCE MANAGEMENT & DEVELOPMENT

20 SEPTEMBER 2026 | 9.00AM |
ONLINE LEARNING (MS TEAMS)

Course Overview

The Diploma in Human Resource Management & Development is a comprehensive program designed in collaboration with International Labor Organization (ILO) and Asia e University (AeU). 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 more.

Successful candidates will also receive Dual Certificates; Diploma in Human Resource Management & Development Certificate issued by MEF Academy and Certified HR Practitioner Certificate issued by SPEED in collaboration with Asia e University upon satisfactory completion of this program.

Course Registration :



<https://forms.office.com/r/Jm21krE6Hn>

Who Should Attend

- Human resource personnel and operation employees (Heads of Departments, Managers and Supervisors)
- Entry Requirements: Minimum SPM/SPVM or Certificate in IR/HRM with 2 years working experience in related fields

Learning Outcomes

- Apply theoretical approaches and analyze their application to achieve effective human resource strategies
- Provide qualification requirements for HR and IR staff
- Incorporate tools and methodologies for effective human management relations



Course Structure

Module	Program
<p>Module 1: (9.00am - 5.00pm) Introduction to Human Resource Management</p> <p>20 September 2026 11 October 2026</p>	<ul style="list-style-type: none"> • Foundations of Human Resource Management • HR Administration and Workforce Planning • HR Reporting and Record Management • Recruitment, Selection & Onboarding Process • Case Studies & Assignment 1
<p>Module 2: (9.00am - 5.00pm) Introduction to Performance Management & Appraisals</p> <p>18 October 2026 25 October 2026</p>	<ul style="list-style-type: none"> • Performance Management Framework & Systems • Methods of Performance Evaluation • Conducting Effective Performance Appraisals • Balance Scorecard & Performance Alignment • Performance Development & Improvement Strategies
<p>Module 3: (9.00am - 5.00pm) Strategic Human Resource Management</p> <p>1 November 2026 15 November 2026</p>	<ul style="list-style-type: none"> • Introduction to HR Strategy • HRM Strategies and HR Models • Key Drivers of HR Strategy • HR's Role in Business Management & Organizational Structure • HR Careers and Professional Development
<p>Module 4: (9.00am - 5.00pm) Compensation and Reward Dynamics</p> <p>22 November 2026 29 November 2026</p>	<ul style="list-style-type: none"> • Introduction to Compensation and Benefits • Wage Systems and Salary Structure • Employee Benefits, Incentives and Rewards • Statutory Contributions & Payroll Administration • Wage Negotiations and Productivity Linkages
<p>Module 5: (9.00am - 5.00pm) Organizational Culture & Development</p> <p>6 December 2026 20 December 2026</p>	<ul style="list-style-type: none"> • Foundations of Organizational Behavior • Motivation Models and Employee Engagement • HR Development and Organizational Culture • Organizational Development, Sustainability & Diversity • Case Studies & Assignment 2
<p>Module 6: (9.00am - 1.00pm) International Aspects of Human Resource Management</p> <p>17 January 2027 31 January 2027 14 February 2027</p>	<ul style="list-style-type: none"> • Introduction to International Human Resource Management • Global Trade, World Trade Organization & Labour-Related Agreements • International Labour Organisation (ILO): Roles & Functions • International Labour Standards & Industrial Relations • ILO Conventions and Social Security Frameworks



Course Structure

Module	Program
<p>Module 7: (9.00am - 5.00pm) Leadership & Strategic Competencies</p> <p>21 February 2027 28 February 2027</p>	<ul style="list-style-type: none"> • Foundations of Leadership and Management • Situational Leadership and Leadership Profiles • Strategic Competency Development • Competency Models and HR Applications • Training Needs and Competency Analysis Strategies
<p>Module 8: (9.00am - 5.00pm) Employment & Labour Laws of Malaysia</p> <p>28 March 2027 4 April 2027</p>	<ul style="list-style-type: none"> • Introduction to Labour Relations and Malaysian Industrial Laws • Employment Act 1955: Scope and Key Provisions • Industrial Relations Act 1967: Scope and Application • Key Rights and Obligations under Malaysian Employment Laws • Practical Implications of Industrial Laws in the Workplace
<p>Module 9:(9.00am - 5.00pm) Employee Relations</p> <p>11 April 2027 18 April 2027</p>	<ul style="list-style-type: none"> • Employee Issues and Workplace Misconduct • Types of Misconduct: Major and Minor Offences • Disciplinary Procedures and Due Process • Domestic Inquiry and Termination of Employment • Case Law in Employment and Labour Relations
<p>Module 10:(9.00am-5.00pm) Health & Safety Laws in Malaysia</p> <p>25 April 2027 9 May 2027</p>	<ul style="list-style-type: none"> • Introduction to Malaysian Occupational Safety and Health Legislation • Safety and Health Committee & Regulatory Framework • Occupational Health and Workplace Health Risks • Occupational Safety, Housekeeping & Physical Hazards • Practical Application: Case Studies and Risk Analysis
<p>(9.00am - 1.00pm) Final Examination</p> <p>17 May 2027</p>	