



# CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

26 APRIL 2026 SUNDAYS | 9.00AM | ONLINE LEARNING  
(MS TEAMS)

## Course Overview

MEF Academy Certificate in Human Resources Management (CHRM) is designed to provide practical knowledge and skills for individuals currently employed in the human resources and administration function and who are considering entering the Human Resources field.

This Certificate HRM course covers the broad scope of HRM functions, employee administration and management as well as the core Employment legislations in Malaysia, delivered by industry experts and speakers.

### Certification

Certificate in Human Resource Management will be awarded by the MEF Academy. This Certificate in Human Resource Management is the foundational pathway towards the MEF Academy Diploma in Human Resource Management

## Who Should Attend

- Human Resource Management (HRM) / Personnel executives, assistance, non-executives and clerical staff seeking formal qualification in HRM.
- Company personnel involved and/or providing support in HR administration functions.
- Individuals with or without experience, seeking to pursue a career in HRM.
- Newcomers to the HRMD career may complete the Certificate level (Modules 1 - 4) and secure the pathway to the Diploma DHRM

### Entry Requirements:

Minimum SPM/SPVM or Certificate in IR/HRM with 2 years working experience in related field(s)

## Learning Outcomes

Participants will be able to :

- Demonstrate and apply key HR functions, including recruitment, training, performance management, compensation, labour relations, and HR compliance.
- Use performance data to assist in decision-making and organizational improvement
- Demonstrate effective HR administrative practices by maintaining accurate HR documentation, records, and HR information systems

**RM5,000\***

(Price Inclusive of 8% SST)

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 Industrial Relations

Disclaimer: Eligible participants will receive the highest applicable discount only

### Course Registration :



<https://forms.office.com/r/mns3khUEAW>

## Course Structure

Module	Dates/Time	Program
<p><b>Module 1</b> Introduction to Human Resource Management</p>	<p>26 April 2026 10 May 2026 (9am – 5 pm)</p>	<ul style="list-style-type: none"> <li>• <b>Overview of HR Functions – Skills, Qualifications of HR Professionals.</b> <ul style="list-style-type: none"> <li>- Understanding HR Administration &amp; Planning - processes, duties and roles</li> <li>- Appointment letters – outlines of terms</li> <li>- Employee Induction – orientation</li> </ul> </li> <li>• <b>Recruitment &amp; Selection - processes</b> <ul style="list-style-type: none"> <li>- Job Requisition - justification and approval</li> <li>- Job Specifications and Job Description</li> <li>- Planning and organizing interviews</li> </ul> </li> <li>• Case Studies &amp; Assignment 1</li> </ul>
<p><b>Module 2</b> Introduction to Performance Management &amp; Appraisals</p>	<p>17 May 2026 24 May 2026 (9am – 5 pm)</p>	<ul style="list-style-type: none"> <li>• <b>Performance Management System (PMS)</b> <ul style="list-style-type: none"> <li>- Overview and importance</li> <li>- Performance Appraisals</li> <li>- Understanding evaluation process</li> <li>- Types of appraisals and ratings</li> <li>- Performance KPI / Competencies and Bell Curve</li> </ul> </li> <li>• <b>Performance Gap /Training Needs Analysis</b> <ul style="list-style-type: none"> <li>- process identifying training requirements</li> </ul> </li> <li>• Case Studies &amp; Assignment 2</li> </ul>
<p><b>Module 3</b> Introduction to Core Employment Legislations</p>	<p>7 June 2026 14 June 2026 (9am – 5 pm)</p>	<ul style="list-style-type: none"> <li>• <b>Overview of Employment Act 1955</b> <ul style="list-style-type: none"> <li>- on employer–employee relations</li> <li>- key provisions EA1955</li> </ul> </li> <li>• <b>Overview of Industrial Relations Act 1967</b> <ul style="list-style-type: none"> <li>- Rights of workmen and employers protection</li> <li>- Key provisions IRA1967</li> </ul> </li> <li>• <b>Overview of Trade Union Act 1959</b> <ul style="list-style-type: none"> <li>- Workers right to participate in unions</li> </ul> </li> </ul>
<p><b>Module 4</b> Overview of Occupational Safety and Health</p>	<p>21 June 2026 (9am – 5 pm)</p>	<ul style="list-style-type: none"> <li>• <b>Introduction to M’sian legislation</b> <ul style="list-style-type: none"> <li>- OSH Act 1994</li> <li>- Workplace OSH</li> </ul> </li> </ul>
<p><b>Final Examination</b></p>	<p>12 July 2026 (9am – 1pm)</p>	<ul style="list-style-type: none"> <li>• Online Examination: 50% of assessment</li> </ul>

