CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

COMMENCING ON 22 NOVEMBER 2026
9.00AM - 5.00PM | ONLINE LEARNING (MS TEAMS)

Course Overview

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

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

Entry Requirements

Minimum SPM/SPVM with 2 years working experience in related field(s).

Who Should Attend

- Human resource management personnel and executives, non-executives and clerical staff seeking formal qualification in HRM.
- Individuals with or without experience, seeking to pursue a career in HRM.
- Newcomers to the HRM Department career may complete the Certificate to secure the pathway to the Diploma in HRM.

Learning Outcomes

- Understand key principles and practicaes of HR management.
- Apply effective recruitment and selection strategies.
- Develop skills in performance and talent management.
- Ensure compliance with employment laws and regulations.
- Implement effective employee engagement and retention strategies.

RM5,000*
(Price Inclusive of 8% SST)

1. Discount of RM 300/participant for 3 and more participants from the same company
2. Discount of RM 300 for self-funded participants
3. Discount of RM 700 for graduates from MEFA's Certificate in Industrial Relations

Disclaimer: Eligible participants will receive the highest applicable discount only

Course Registration :

https://forms.cloud.microsoft/r/1X7sjz1Jr1

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Course Structure

Module	Program
Module 1 **Introduction to Human Resource Management** 22 Nov 2026 12 Dec 2026	• Overview of HR Functions - Skills, Qualifications of HR Professionals. • Recruitment & Selection - Processes • Case Studies & Assignment 1
Module 2 **Introduction to Performance Management & Appraisals** 17 Jan 2027 14 Feb 2027	• Performance Management System (PMS) • Performance Gap/ Training Needs Analysis • Case Studies & Assignment 2
Module 3 **Introduction to Core Employment Legislations** 21 Feb 2027 28 Feb 2027	• Overview of Employment Act 1955 • Overview of Industrial Relations Act 1967 • Overview of Trade Union Act 1959
Module 4 **Overview of Occupational Safety and Health** 21 Mar 2027	• Introduction to OSH legislation • OSH Act 1994 • Workplace OSH
Final Examination 28 Mar 2027 (9.00am - 1.00pm)	• Online Examination • 50% of assessment

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