

# 人事基础班

HR for Beginner (in Mandarin)

Course Facilitator (讲师):

**Mr. Chin Wai Hong**

Date (日期): **5 July 2022**

Time (时间): 9 a.m. to 5 p.m.

Online Learning (线上) - Zoom

**RM 700 per pax (每人)**

Included SST

Registration Link:

<https://forms.office.com/r/tHJWXSL1RH>



Host by: \*HRDC Claimable / payable to MEF Academy



# Objective

Upon completion of this Programme, the participants will be able to:

- Explore the role of human resources (HR) from administrative and compliance to strategy and business growth.
- Discover where to begin with a Human Resource Management
- Discover the fundamental process of recruiting great talent, from job analysis to planning recruitment process until successfully hiring talents.
- Discover a fundamental part of the performance management process.

## Who Should Attend?

- HR Personnel
- Business Leaders
- Non-HR Department Head
- Managers
- Entrepreneur

## Course Requirement

- Stable Internet Connection
- Webcam and Earphones

# Course Outline

## **1.MANAGING HUMAN RESOURCE**

- HR in 21ST Centuries
- Managing people, the most important assets
- becoming person of influence / 8 key basic skills in HR

## **2.JOB DESCRIPTION & SUCCESSION PLANNING FOR SAFETY & SECURITY OF THE COMPANY**

- Function & usage of Job Description
- Function & usage of Job Competency
- Basic of Succession planning
- Talent management for safety & security of company

## **3.RECRUITMENT & SELECTION**

- Recruitment process
- sourcing channels in Malaysia
- Effective interviewing skills

## **4.COMPENSATION & APPRAISALS**

- Salary benchmark with market standard & analysis (basic)
- Concept of Performance Management System (PMS) & Key Performance Indicator (KPI)
- Important areas to take note in process of appraisals
- Important of coaching in appraisals
- Fundamental of grading system

## **5.PERFORMANCE MANAGEMENT SYSTEM & KPI**

- Fundamental of Performance Management System (PMS)
- Implementing KRAs & KPIs
- Relevance of KRAs & KPIs for different job positions
- Linking KPIs to reward & bonus as effective performance drivers
- Why PMS & KPI alone are not working for many companies?

## **6.TRAINING & DEVELOPMENT REVOLUTION**

- Type of Training Needs Analysis (TNA)
- Develop Training Calendar
- Evaluation / Orientation program concepts
- Manage – Training – Evaluation – Feedback
- Training Revolution: E-learning migration tools & technologies

## **7.ESSENTIALS OF EMPLOYMENT ACT & INDUSTRIAL RELATIONS**

- The rights of employers & employees
- Latest updates of Employment Act /precaution to protect employer
- Basic Discipline & Code of Conduct
- Concepts of misconducts & disciplinary issues
- Writing Industrial Relation Letters

# Trainer Profile Highlights

**Chin Wai Hong**

- **Founder, Managing Director of Scrum HR Group Sdn Bhd**
- **Certified Trainer, Coach, Mentor.**
- **Post Graduate Diploma in Mgmt. Psychology, University of Nottingham**
- **BSc (Hons) Psychology, University Tunku Abdul Rahman**
  
- Senior Certified Practitioner (SCP), By Society of Human Resource Management (SHRM)
- Certified Coaching and Mentoring Practitioner (eCCMP) By ITD World
- Certified Trainer, HRD Corp, (known as Human Resource Development Fund (HRDF))
- Active in HR Arena since 2008; Hands on experience in both HR Strategy and HR Operations.
- Appointed by Malaysia renowned startup and SME Companies as HR Consultant & Strategist to work with Entrepreneurs.
- Experienced in handing HR Strategy Planning, HR Operations Industrial Relations issues and HR Digitization & Transformation.

## **Training, Coaching & Mentoring works**

In 2020, transformed onsite training sessions to online Training sessions; Trained 800++ participants from 539++ Companies!

## **Core HRDF certified HR Training Programs**

- HR for Beginners
- HR Advance Classes (6 modules, covered essential areas like Recruitment & Selection, Learning & Development, Advance Labour Law and Practices in Malaysia etc.
- Payroll Administration for Beginner
- Workplace Misconduct, Disciplinary Process & DI Procedures
- Soft Skills Programmes

**Certified HR Coach and Mentor**, actively coaching HR professional and business executives for SMEs Clients

Appointed as **long-term business partner, coach and mentor by TAR University College, Alue Singapore Pte Ltd & Alue Co., Ltd, Japan** to participate in talent development projects for Japanese Companies and clients in Southeast Asia Region.