

€ TRAINING

Essentials of Human Resources
Management



19 - 23 August 2024
Kuala Lumpur (Malaysia)



Essentials of Human Resources Management

REF: H1294 DATE: 19 - 23 August 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 5300 Euro

Introduction:

This training program covers the essentials of Human Resources Management, providing a comprehensive foundation in HR practices and principles. It empowers participants to effectively manage HR functions and contribute to organizational success.

Program Objectives:

By the end of this program, participants will be able to:

- Understand fundamental HR concepts and practices.
- Implement effective HR policies and procedures.
- Manage employee relations and performance.
- Develop and execute HR strategies that align with business goals.
- Apply best practices in recruitment, training, and development.

Targeted Audience:

- HR Managers.
- HR Coordinators.
- Personnel Administrators.
- HR Consultants.
- Small Business Owners.

Program Outline:

Unit 1:

Introduction to Human Resources Management:

- Overview of HRM and its role in organizations.
- Key functions and responsibilities of HR professionals.
- HRM strategies and their impact on organizational success.

- Current trends and challenges in HRM.
- Understanding HR's contribution to business objectives.

Unit 2:

Recruitment and Selection:

- Techniques for effective recruitment and job advertising.
- Strategies for sourcing and attracting top talent.
- The recruitment process: from job descriptions to interviews.
- Best practices in candidate selection and assessment.
- Legal and ethical considerations in recruitment.

Unit 3:

Training and Development:

- Identifying training needs and setting development goals.
- Designing and implementing training programs.
- Methods and tools for effective employee development.
- Evaluating the effectiveness of training programs.
- Creating a culture of continuous learning and growth.

Unit 4:

Employee Relations and Performance Management:

- Building and maintaining positive employee relations.
- Techniques for managing performance and conducting evaluations.
- Handling employee grievances and disciplinary actions.
- Strategies for enhancing employee engagement and motivation.
- Addressing and resolving workplace conflicts.

Unit 5:



HR Policies and Procedures:

- Developing and implementing HR policies and procedures.
- Ensuring compliance with labor laws and regulations.
- Communicating HR policies effectively to employees.
- Monitoring and updating HR policies as needed.
- Evaluating the impact of HR policies on organizational performance.