

# € TRAINING

Professional Human Resources Specialist  
PHR

A group of four smiling business professionals (two men and two women) in a meeting room. They are wearing white shirts and are seated around a table. The woman in the foreground is wearing a black top and a necklace. The background is blurred, showing a modern office environment.

14 - 18 April 2025  
Kuala Lumpur (Malaysia)



# Professional Human Resources Specialist PHR

REF: H2418 DATE: 14 - 18 April 2025 Venue: Kuala Lumpur (Malaysia) - Fee: 5300 Euro

## Introduction:

This training program provides participants with advanced knowledge and skills in human resources management. It empowers them to effectively handle HR functions and contribute to organizational success.

## Program Objectives:

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

- Understand advanced HR practices and strategies.
- Manage recruitment, employee relations, and performance management effectively.
- Implement effective training and development programs.
- Navigate legal and ethical issues in HR.
- Utilize HR metrics and analytics for decision-making.

## Targeted Audience:

- HR Managers and Professionals.
- Recruitment Specialists.
- HR Consultants.
- Employee Relations Specialists.
- Training and Development Coordinators.

## Program Outline:

### Unit 1:

#### Advanced Recruitment Strategies:

- Developing a strategic recruitment plan.
- Utilizing advanced sourcing techniques.
- Conducting effective interviews and assessments.

- Managing candidate experience and employer branding.
- Leveraging technology and data in recruitment.

## Unit 2:

### Employee Relations and Performance Management:

- Handling complex employee relations issues.
- Implementing performance management systems.
- Managing disciplinary actions and conflict resolution.
- Conducting performance appraisals and feedback.
- Creating a positive work environment and culture.

## Unit 3:

### Training and Development Programs:

- Identifying training needs and designing programs.
- Implementing effective training delivery methods.
- Evaluating training effectiveness and ROI.
- Developing leadership and succession planning.
- Supporting career development and employee growth.

## Unit 4:

### Legal and Ethical Issues in HR:

- Understanding employment laws and regulations.
- Navigating ethical dilemmas in HR practices.
- Ensuring compliance with labor standards and regulations.
- Addressing workplace harassment and discrimination.
- Managing confidentiality and data protection.

## Unit 5:



## HR Metrics and Analytics:

- Implementing HR metrics and key performance indicators KPIs.
- Analyzing HR data to drive decision-making.
- Reporting and communicating HR metrics to stakeholders.
- Utilizing analytics for workforce planning and management.
- Benchmarking and continuous improvement in HR practices.