



First Select

Human Resources Skills for Other Managers

Date	Venues	(\$Fees	Book your seat
07 Dec -11 Dec 2025	Kuala Lumpur	3300	Register Now

Human Resources are the basic asset for any organization. This course demonstrates the effective utilization of people for achieving organizational goals. The program would provide an insight into various functions and responsibilities of the HR professional, for example, recruitment, team building, career development & change management.

The course would be full of discussion & exercise groups.

Objectives:

- To provide an introduction to H.R. Management for line managers with H.R. responsibilities or to people newly appointed to an H.,R. Role.
- To develop skills in interviewing and selection, managing appraisals and staff coaching and counseling.
- To understand how H.R. systems such as job grading, personnel records and grievance and disciplinary systems operate.

WHO SHOULD ATTEND?

The programme is ideally suited to individuals who are fairly new to the HR function and would benefit from a broad view of all key aspects. Individuals with HR experience can also benefit as the variety of subjects covered help to re-focus individuals with their work objectives.

Course Outline:

Day1: Basics:

- HR functions & responsibilities
- Organizational policy & procedures.
- HR planning, recruitment & selection.
- Retention of staff
- Job analysis & Job description design.
- Group exercise: participants to be grouped into groups of 4, each group selects a job title & develop a job description, then present to other groups.

Day2: Career Development:

- Deriving training requirements from job description
- Long term & short term plans.
- Different implementation methodologies, in house courses, short courses, professional certification & CBT.
- Training records keeping.
- Group exercise: Each group develops training requirements and proposes a methodology for implementation.

Day3: Motivation & Benefits:

- What Motivates people?
- How motivation affects productivity?

- Compensation & Benefits.
- Pay scales determination.
- Individual & Group incentives
- Group exercise: Decide compensation package & pay scale for your job description.

Day4: Interviewing & Selection:

- Plan for the interview.
- Distance interview methodologies.
- Aspects to consider throughout interview.
- Selection process.
- Reply to interviewees.
- Group exercise: Each group plan for an interview, then interview a person from other group in front of all.

Day5: ER issues:

- Grievance, absenteeism causes & symptoms.
- Common approaches to employee discipline.
- Causes of employee turn over.
- Guideline for employee discharge and termination
- Ethics in HR Management.
- Case studies, syndicate work and discussions.

WORKSHOP STYLE:

This will be a participative workshop with a mix of interactive learning sessions, exercises and discussions aimed to provide maximum impact and learning retention for all delegates.



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