



First Select

## Advanced Human Resources Management

Date	Venues	(\$)Fees	Book your seat
15 Dec -19 Dec 2024	Kuala Lumpur	3300	<a href="#">Register Now</a>

### Objectives:

- To fully introduce the roles and responsibilities of Personnel Administration and HR Management.
- To understand how the Human Resources Function operates as a whole with particular emphasis on H.R. systems such as job grading, grievance and disciplinary systems operate.
- To improve interviewing skills for recruitment, performance appraisals, grievances and disciplinary procedures
- To understand the appraisals process
- To develop skills in staff coaching, counseling and mentoring.
- To update participants on the latest developments in Personnel Administration and HR Management.

### Who should attend?

- Human resources & training managers, supervisors, officers, administrators, representatives & assistants.
- All Technical Managers, Supervisors & leaders.

### Course Outline:

#### An overview of HR Management:

- The HR Function
- Personnel Administration
- Training & Development
- Compensation & Benefits
- Manpower Planning

#### Personnel Administration:

- Customer service
- Perceptions of personnel
- The importance of Communication
- Technology's impact
- Personnel Administration Systems
- B2E – Modern HR Administration

#### Describing what people do:

- Organizational structure
- Understanding job and person specifications.
- Using competencies
- Job evaluation and grading.

Group exercise: Each group develops training requirements and proposes a methodology for implementation.

## 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.

## Developing interviewing skills:

- Interviewing for recruitment
- Mentoring skills

## Performance Management:

- Appraisal systems and methods
- Explaining, and coaching managers
- Grievance and Disciplinary procedures
- Giving feedback

## The role of Training and Development:

- Training Needs Analysis
- Developing a Training Plan
- The Fundamentals of Training
- Succession Planning
- Planning and organizing inductions
- Performance Management

## Current Developments in HR and Organizations:

- Self Managing Teams
- Your future development

## 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.



97337256847



info@firstselectbh.com



www.firstselectbh.com