



**Asia Masters Center**

# **Basics of Human Resources Management**



## Basics of Human Resources Management

### ➡ Course Objective

- Understand Strategic HRM approaches (SHRM)
- Describe the role and functions of the Personnel/HR Department
- Show awareness of employee resourcing, recruitment & reward
- Describe best practice in working with employees and assisting with employee problems
- Understand performance management in a multi-cultural environment
- State the benefits of HR Planning and HR Ethics

### ➡ Target Audience

- Human Resources managers and senior professionals, specialists, team leaders, and business partners in the function who seek to broaden their knowledge and improve their skills in the key functions of HR as well as those who are responsible for evaluating HR and its effectiveness in the organization. The course is also suitable for those employees who are targeted for development or promotion within the HR function.



## Course Outline

### ➤ DAY 1

- An Overview of Human Resource Management
- Introducing Human Resource Management (HRM)
- Human Resource Management V Personnel Management
- Main activities, responsibilities and tasks of HRM
- Introducing Strategic HRM (SHRM)
- Personnel jobs and systems
- Typical department structure – HRM department case study
- Qualifications and professional study
- Personal qualities needed for HRM work

### ➤ DAY 2

- Administration & Performance Management
- Administration and business support
- Monitoring and reporting, e.g. Sickness and Absence
- Absence management case study
- Introduction to HR databases and computer systems
- Security and confidentiality of employee records
- Performance management in a multi-cultural setting
- Appraisal systems and 360 degree feedback
- The employee disciplinary interview

➤ DAY 3

- Recruiting, Rewarding and Retaining Employees
- Flexibility and introducing the 'flexible firm'
- Pay and reward, compensation and benefits
- Introducing 'total reward' concepts
- Recruitment and selection
- Assessment and development centres
- The use and limitations of aptitude tests and psychometrics
- Use of references
- Induction for new employees

➤ DAY 4

- Working with and Assisting Employees
- Managing employee problems
- Employee Assistance Programmes (EAP)
- Complying with employment law
- Equality of opportunity & employee diversity
- Dignity-at-work, Bullying & Harassment
- Grievance and conducting workplace investigations
- Introducing workplace mediation
- Exit procedures and exit interviews

- DAY 5
- HR Planning, Learning & HR Ethics
- What is learning?
- Training and Development
- Human resource planning
- Integrated HR strategies
- HR and Training and Development
- HRM Ethics
- Professional Conduct
- Personal action planning and continuing personal development (CPD)

### ➤ **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

### ➡ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.

**Price (USD)**

**Communicate with the training department  
to know the participation fees**

➤ **There are offers and discounts for groups**

**The details of the bank account**

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