

HR FOR BEGINNERS

BUNDLE

The Lawyerista



MASTER TRAINER
MR. SRI VAHLSAN

- CERTIFIED NLP COACH
- APPROVED BY COACHING DIVISION OF THE AMERICAN BOARD OF NLP, USA
- CERTIFICATE IN TALENT, COMPETENCY & SUCCESSION PLANNING
- ISSUED BY PENNSTATE UNIVERSITY

HR FOR BEGINNERS

‘HR IS NOT ABOUT HIRING & FIRING, IT’S ABOUT MANAGING & DEVELOPING TALENTS IN THE ORGANIZATION’



23-24 MAY 2024



ROYAL HOTEL, KUALA LUMPUR



RM 1500 PER-PERSON

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The objective of the HR department is to develop a pool of Talents in the organization, who are able to drive the objectives of the organization as whole. HR is not a mere hire and fire department, instead it is a department that is responsible of managing and developing people resources from the time of hiring till they depart from the organization. All efforts executed by the HR Department usually centers around developing the people resources to sustainable Talents for the long term.

Objectives

- 1.To familiarize participants with the role and function of HR within an organization.
- 2.To provide an overview of key HR processes, policies, and practices.
- 3.To develop an understanding of HR's role in recruitment and selection.
- 4.To introduce participants to employee onboarding, training, and development.
- 5.To explore HR's involvement in performance management and employee relations.

Learning Outcomes

By the end of the program, participants will be able to;

- 1.Understand the structures, activities, and evolution of HRM over the years¹.
2. Explore the skills necessary for success in HRM. These include both professional competencies and personal attributes¹.
3. Understand the alignment between HR practices and organizational goals¹.
- 4.Discuss the factors that affect organizations and HR departments.

COURSE OUTLINE

- **MODULE 1:**
INTRODUCTION TO HR
- **MODULE 2:**
RECRUITMENT AND SELECTION
- **MODULE 3:**
EMPLOYEE ONBOARDING,
TRAINING, AND DEVELOPMENT
- **MODULE 4:** PERFORMANCE
MANAGEMENT AND EMPLOYEE
RELATIONS
- **MODULE 5:** HR COMPLIANCE AND
LEGAL CONSIDERATIONS
- **MODULE 6:** COMPENSATION AND
BENEFITS ADMINISTRATION
- **MODULE 7:** EMPLOYEE
ENGAGEMENT AND RETENTION
- **MODULE 8:** EMERGING TRENDS IN
HR

METHODOLOGY;

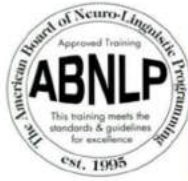
- GROUP PRESENTATIONS
- GAMES
- CASE STUDY

DURATION

2 DAYS



TRAINER PROFILE



CERTIFIED NLP COACH
Approved By Coaching Division of The
American Board Of NLP, USA



CERTIFIED WORKPLACE BIG 5 PROFILE
4.0- Specialist in Traits & Competency
Assessment



CERTIFICATE IN TALENT, COMPETENCY &
SUCCESSION PLANNING
Issued by PENNSTATE University



HRD Corp Certified Trainer

Mr. SRI VAHLSAN has more than 20 years of experience in the area of People Relations. Backed with years of working experience in the Hospitality and Education Industry has given him sound knowledge in Employee Relations especially in employee Performance Competencies and Customer Service . Geared with this exposure and experience, his delivery has been able to bridge the gaps in organizational needs by transforming the contents into reflective inputs for employees to succeed in their working place.

Mr Sri was involved as a Co Trainer in 'SCORE Initiatives' organized by International Training Center (ITC) of the International Labor Organization (ILO). He is also collaborating in conducting programs with other Employers Organization within Asia such as Cambodian Federation of Employers and Business Associations (CAMFEBA), Vietnam Chamber Of Commerce & Industry (VCCI) and Employers Confederation of Philippines (ECOT), Fiji Commerce & Employers Federation (FCEF) and Employers Federation of Ceylon (EFC).

Over the years, Mr Sri has enhanced his skills to include Competency Development and Profiling in HR and Operation. He has further developed various programs in this area and has successfully delivered various seminars particularly in Competency Based Recruitment & Selection, Competency Based Human Resource Management, Competency Based Training Needs Analysis and Competency Mapping for multinational organizations in Manufacturing, Oil & Gas, Services Industry (Banks & Hospitality) and GLCs.

Mr Sri's other area of specialization includes Customer Service Programs, Communication Skills, Management Development, Supervisory Management and some HR related programs such as OJT, Training Needs Analysis, Fixed Term Contracts and Coaching & Counseling for Performance Improvement.

Throughout his working experience especially in the Hospitality Industry, he was involved in the pre-opening of Hotels and Fast Food Restaurants where he had designed the Skills Training Plan for the Food and Beverage Department. While being a Training Manager undertook most of the preliminary start up functions for the Department, from creating a Succession Plan to developing the Needs Analysis.

He is a Licensed Practitioner of NLPTM (certified by The Society of NLP, Certified Trainer in Management Training Program issued by (NICC) & Japanese Business Federation (JITA) and a Certified Trainer issued by Human Resource Development Fund (HRDF).

Academically he holds a Bachelor's Degree in Hospitality Management from Bournemouth University in UK and a Master in Management (specializing in Human Resource) Open University Malaysia (OUM).