

HR for Non-HR Personnel



About us

Who we are

The Centre for Continuing and Professional Education (CPE) was established in 1999 to provide continuing professional education and lifelong learning opportunities for University's staff, students, alumni and the public. As part of TAR UMT's commitment to continuing education and lifelong learning, CPE is entrusted with designing, developing and delivering various activities, workshops and programmes to meet the diverse learning needs of multiple parties.

About This Training

Organizations depend on talents and humans for its success. Even with the emergence of automation, IT and IR4.0 - the critical success factor still remains to be the people within the organization - from the leaders to the front-liners. Human Resource Management (HRM) involves coordinating, managing, and allocating human capital, or employees, in ways that move an organization's goals forward. This programme will equip non-HR personnel with essential knowledge about what Human Resource Management is, and what their role can be.



Date and Time

9 September 2023
Saturday
9 AM to 5 PM



Training Venue

TAR UMT
Jalan Genting Kelang, Setapak
53300 Kuala Lumpur



Trainer

Mr Julius Wee Wai Leong

COURSE CONTENTS



- DEFINITION OF HUMAN RESOURCES
- OBJECTIVES OF HUMAN RESOURCES
- THE EVOLUTION OF HUMAN RESOURCES IN A BUSINESS CONTEXT
- EMPLOYMENT LAW
- CHALLENGES OF HUMAN RESOURCES MANAGEMENT
- ROLES IN HR MANAGEMENT: YOUR ROLE VS HR DEPT ROLE
- NON-HR LEADER ROLE IN RECRUITMENT AND SELECTION



- SKILLS INVENTORY
- DO'S AND DON'TS IN INTERVIEW
- STAR INTERVIEW TECHNIQUE
- COMPETENCY-BASED INTERVIEWING
- WHAT IS EMPLOYEE ENGAGEMENT AND WHY IS IT IMPORTANT
- EMPLOYEE WORK PERFORMANCE, MOTIVATION AND TEAM SPIRIT



- IDENTIFYING SKILL GAPS
- ARRANGING TRAINING, COACHING, MENTORING
- CAREER PLANNING AND THE IDP
- COUNSELING AND GRIEVANCE HANDLING
- MANAGING WORKPLACE ISSUES
- HANDLING POOR PERFORMERS, PIP
- TERMINATION AND CONSEQUENCES

Introduce our Trainer

Mr Julius Wee Wai Leong

MR Julius Wee Wai Leong is the CEO and Master Trainer of Nikao Consulting Sdn Bhd, an organizational Behavior and training company with focus on mindset and personality breakthroughs. He graduated with 2 degrees in Computer Engineering, and Computer Science from the University of Newcastle, Australia. During the working tenure, he obtained a MBA n from Charles Sturt University. He is also a Business Coach of Action COACH, the world's #1 Business Coaching Franchise with international presence in more than 15 countries throughout the world. He has trained proven business seminars and trainings that has helped 1000's of business owners around the world.

Prior to forming Nikao Consulting and joining Action COACH, he worked in Texas Instruments, a US based Fortune 500 corporate enterprise for 10 years and was elected Member Group Technical Staff, leading the technical division of the IT department. During that time, he has traveled extensively to U.S. and Asia as a key player on various projects in the respective countries. He was awarded the "Best Technical Speaker" award. Julius has trained and coach clients from many industries, ranging from GLCs, banks, insurance, shared services, real estate industry, florist industry, hair styling industry, telecommunications, mutual trust fund, vein therapist, pharmacy, manufacturing and food industries, fitness centers, IT industry, cleaning services, accounting, beauty, wellness spa and salon, publishing, hotel & golf resort, distribution, hospital & health-care, technical writing companies as well as the legal industry.



Click/Scan for enquiry



Contact Us



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+6011-1075 8530 (whatsapp)

training@tarc.edu.my
<https://www.tarc.edu.my/cpe/>

HR for Non-HR Personnel

Venue: TAR UMT, Jalan Genting Kelang, Setapak, 53300 Kuala Lumpur

Date: 9 September 2023 (9.00 am - 5.00 pm)

REGISTRATION FORM



CENTRE FOR CONTINUING & PROFESSIONAL EDUCATION

Fees: Public
RM 424.00 per participant
(inclusive of 6% Service Tax)

TAR UMT Student/Alumni
RM 339.20 per participant
(inclusive of 6% Service Tax)

The Manager

TARC Education Foundation (1033820M)

Tunku Abdul Rahman University of Management and Technology (TAR UMT)

TEL: 03-4145 0170

Email: training@tarc.edu.my

Dear Madam / Sir,

Please register the following participant(s) for the above programme: (To be completed in BLOCK LETTERS)

1

Name :

Email:

IC No. :

Mobile No. :

Nationality :

Designation :

2

Name :

Email:

IC No. :

Mobile No. :

Nationality :

Designation :

(If space is insufficient, please attach a separate list)

Disclaimer

Registration is on a first-come-first-served basis. All cancellations must be made in writing. Cancellation made 14 days or more in advance of the workshop date will receive full refund. Cancellations made thereafter will be subjected to a cancellation fee of 50% of the workshop fee. All fees are payable in the event of non-attendance of any registered participant(s) or the overall attendance falls below 75% of total workshop hours. Replacement(s) can be accepted at no additional cost if notified 24 hours prior to the commencement of the workshop. The Tunku Abdul Rahman University of Management and Technology reserves the right to change the speaker, reschedule or cancel the workshop and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):

We will be claiming under **HRD Corp Claimable Course** and full payment would be made to Tunku Abdul Rahman University of Management and Technology in the event that no disbursement from HRD Corp under any circumstances.

We will **NOT BE CLAIMING** from HRD Corp. Payment will be made to account payee TAR UMT by cheque or bank transfer to Public Bank Account No. 3 1 8 1 5 6 4 1 1 3. Kindly submit your payment remittance to training@tarc.edu.my together with this registration form.

Submitted by

Name :

Email :

Company Name:

Company Address :

Designation :

Telephone No. :

Company Registration No. :

Company Stamp & Signature :

Department:

Mobile No. :

Date :