



CERTIFICATE in HUMAN RESOURCE MANAGEMENT

Commencement Date: 9 JUNE 2024

Duration: 8 weekends (Sunday Class)

Venue: Online Class via MS Teams

Course Fee: RM 4,600 per pax (inclusive 8% SST)

MEF Academy Certificate in Human Resources Management (CHRM) is designed to provide practical knowledge and skills for individuals currently employed in the human resources and administration function and who are considering entering the Human Resources field. This Certificate HRM course covers the broad scope of HRM functions, employee administration and management as well as the core Employment legislations in Malaysia, delivered by industry experts and speakers.

This uniquely designed course is developed as the foundation for the pathway towards the MEF Academy Diploma in Human Resource Management & Development, which provides the foundation to:

- Formalize the competency standards required for effective administration of the human resource administration activities
- Provide basic qualification and recognition for personnel who are non- executives, clerical assistants and executives in the Human Resource Department so that they enhance their positions after completion of this course and in future, the Diploma HRM.
- Provide an overview of the practice of Human Resources Management, focusing on key HR administration areas which will equip participants with skills in performing and supervising activities in the HR department
- Develop knowledge and skills in providing practical assistance in human resource and legal practices of managing and retaining organization employees.





COURSE STRUCTURE AND SCHEDULE

Module / Speaker	Course Structures *Dates are subject to change	Module / Speaker	Course Structures *Dates are subject to change
Module 1 14 hours ONLINE 9 JUNE 2024 (9am – 5pm) 23 JUNE 2024 (9am – 5pm)	<u>Introduction to Human Resource Management</u> HR Management Theories and practices . Overview of HR Functions – Skills, Qualifications of HR Professionals Understanding HR Administration & Planning - processes, duties and roles Recruitment & Selection - processes Job Requisition - justification and approval Job Specifications and Job Description Planning and organizing interviews Appointment letters – outlines of terms Employee Induction - orientation Case Studies & Assignment	Module 3 14 hours ONLINE 14 JULY 2024 (9am – 5 pm) 21 July 2024 (9am – 5 pm)	<u>Introduction to Core Employment Legislations</u> Overview of Employment Act 1955 - on employer-employee relations - key provisions EA1955 Overview of Industrial Relations Act 1967 - Rights of workmen and employers protection - Key provisions IRA1967 Overview of Trade Union Act 1959 - Workers right to participate in unions
Module 2 7 hours ONLINE 30 JUNE 2024 (9pm – 5pm)	<u>Overview of Occupational Safety and Health</u> Introduction to M'sian legislation OSH Act 1994 Workplace OSH	Module 4 14 hours ONLINE 28 JULY 2024 (9am-5pm) 4 AUGUST 2024 (9am – 5pm)	<u>Introduction to Performance Management & Appraisals</u> Performance Management System (PMS) – overview and importance Performance Appraisals – understanding evaluation process – types of appraisals and ratings - performance KPI / Competencies and Bell Curve Performance Gap /Training Needs Analysis – process identifying training requirements Case Studies & Assignment
		Examination (4 Hours) 25 AUGUST 2024 (9am – 1pm)	Online Examination

SPEAKER PROFILES



DR. DZULZALANI EDEN – Director of MEFA, possesses over 30 years of experience in labour and industrial relations. His career commenced in 1990 at the Ministry of Human Resources, where he assumed various roles in labour law enforcement. Additionally, he has served as a Senior Lecturer at Universiti Malaysia Sarawak, focusing on industrial relations and labour studies. Dr. Dzulzalani has also delivered courses on industrial relations and labour laws at Universiti Malaysia Sabah. He holds a doctorate in industrial relations and human resource management from Victoria University, Melbourne, and is a certified trainer with the Human Resources Development Corporation, Ministry of Human Resources.



Farha Uzaimi is a result-oriented, certified trainer and coach with more than 15 years of experience in training and teaching. Farha has served as a HR practitioner at for the retail industry and has conducted a plethora of HR-related training session such as the Certificate in HRM with Integrated Logistics Solutions Sdn Bhd, Competency-based Interviewing Skills, and Introduction to Coaching. As a former lecturer, she has lectured in subjects under the Bachelor of Education (TESL), Diploma in Policing and Investigation, Diploma in Security Management, and Diploma in English programs at higher institutes of learning such as UNITAR, UNIRAZAK, Saito University College, Kirkby International College. Her repertoire of skills includes designing, developing, and delivering trainings in the areas of human resource management, coaching, travel and tourism, hospitality, retail, educational programs, and instructional design.



Mr Vignesh is a dynamic and result oriented trainer with 25 years of experience in a leadership position in the manufacturing (MNC) & Hospitality industry. He carries wide experience and knowledge gained from working in many countries such as Singapore, Indonesia, Switzerland & UK. He articulates various leadership positions in operations, trainings & HR Skills throughout his career and mastered in many areas as such People management, HRM, Team Building (TB), ISO management & workplace safety. Graduated from Universiti Kebangsaan Malaysia (B. Econs) and PGD Hospitality Management from Switzerland, he is also a Certified CIPP (AIBFM). For the past 10 years. Mr Vignesh has been conducting trainings actively and with an approach of emphasizing on a structured training & assessment approach.



Mr Justin Lee, Principal Consultant – MEF, has advised and represented organisations and individuals on a wide range of employment matters including industrial / labour court matters, conciliation meetings, termination of employment, constructive dismissal, Mutual Separation Schemes, poor performance, transfers, secondment, retrenchment, reorganization and restructuring exercises, employment documentation (contracts, appointment letters, show cause letters, notice of inquiry, dismissal letters, Performance Improvement Plan etc), preparation of legal opinions, employment handbook, drafting policies (including sexual harassment, disciplinary procedure etc), providing training on topics relating to employment laws in Malaysia, preparing companies to conduct domestic inquiry (including providing training for prosecutors / panel members), Voluntary Separation Schemes, medical board out, etc.



Mr Anis Fahmy bin Pauzi, A master's of science degree holder in OSH management awarded by Universiti Utara Malaysia. He started his career with NIOSH Malaysia. His job description includes training, audits, consultancy for industries, private sectors and government agencies. In 2003 he joined Malaysian Employers Federation as an Associate Consultants- OSH and was entrusted to advice member companies of the Federation on OSH legal compliance. His main function includes representing MEF in various technical committee in the Industrial Safety Standard Committee, Department of Standard Malaysia. For the last 17 years he is a member of the technical committee for safety of machinery and technical committee for ergonomics and technical committee occupational setting. He was involved in various publication such as Guidelines on Occupational Safety and Health Act 1994 – published by the DOSH, “Garis panduan Keselamatan dan Kesihatan Pekerjaan” – Ministry of Health, Malaysian Standard on Occupational Health and Safety Management Systems ISO 45000 and various industrial standard related to OSH.

Who Should Obtain this Certification?

Organizations are encouraged to provide formal certification in training competencies for the following categories of staff:

- Human Resource Management (HRM) / Personnel executives, assistance, non-executives and clerical staff seeking formal qualification in HRM.
- Other company personnel involved and/or providing assistance in HR administration functions
- Individuals with or without experience, seeking to pursue a career in HRM.
- Newcomers to the HRMD career may complete the Certificate level (Modules 1 – 4) and secure the pathway to the Diploma DHRM.

Certification

- Certificate in Human Resource Management will be awarded by the MEF Academy in collaboration with the Asia e-University. This Certificate in Human Resource Management is the foundational pathway towards the Diploma in Human Resource Management

Course fees RM4,600*** p/pax includes 8% SST.

Special RM300 discount for participants of relevant MEFA courses e.g. “HR for Beginners” or “Employment Act or Industrial Relations Act” .

***Course fees are Claimable under HRDC Claimable Courses/ SBL Khas Scheme with **Upfront 30% to training provider.** Individual payable to MEF Academy Sdn Bhd.

ASSESSMENT

Research Assignments

Participants are required to submit 2 assignments (2,500 words / 10 pages)

50% of assessment

Examination

Participants are required sit for comprehensive online examination on all 4 modules to display level of understanding on each module

50% of assessment

COURSE REGISTRATION

Scan the QR Code or Click at the Link below:

<https://forms.office.com/r/RLQPjeJbNC>

(REGISTRATION) CERTIFICATE IN
HUMAN RESOURCE
MANAGEMENT 2024



For any enquiries, please email or call: Aspa/Tashini
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