



MEF ACADEMY



# (MC)HR FOR BEGINNERS

YOUR JOURNEY TOWARDS A SUCCESSFUL  
CAREER IN HR BEGINS HERE...

**DATE:** 8-9 August 2022

**VENUE:** MEF Training Center, P Jaya (Face To Face)

**PRICE:**

- RM 1600 (per-participant)

*Price indicated above includes 6% SST.*

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CODE FOR ONLINE REGISTRATION

<https://forms.office.com/r/yCCXcT3ieK>



## OBJECTIVE

The HR Department is indeed the backbone of any organization unless they can make do without their employees. Managing or working in HR Department is not an easy task, it requires various skills especially sound people management skills. This comprehensive course includes various essential topics needed for beginners in a HR Department. The participants will be able to :

- Gain the essential skills in managing human resources
- Able to prepare all necessary administrative functions for an Interview, while understanding the Interviewing process.
- Explain the importance of Performance Appraisal System.
- Understand the performance GAP by holding an Effective Training Needs Analysis.

## Target Audience

HR Personnel who have not had any formal training

## Methodology

- Lectures
- Individuals and group discussions
- Presentation

## Duration

- 2 days (14 Hours)
- 9 am – 5 pm (Face to Face) per day

*(In accordance with HRD Corp's guidelines for online programs)*

## OUTLINE

### MODULE 1: MANAGING HUMAN RESOURCE

- What do you need to know as a human resource personnel?
- Skills needed in managing human resources

### MODULE 2 : RECRUITMENT & SELECTION

- Understanding personalities to select better
- Process of recruitment, selection and interview session

Types of Interviews

- Conducting interviews

### MODULE 3: UNDERSTANDING COMPETENCIES AT THE WORKPLACE

- What are Competencies
- Types of Competencies
- Understanding Competency Frameworks

### MODULE 4: ADMINISTRATION AFTER HIRING

- Documentation involved on first month
- Conducting and organising briefing and orientation
- Monitoring the employees
- Writing Human Resource related letters

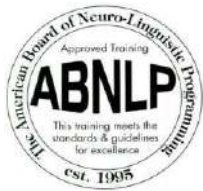
### MODULE 5: JOB ANALYSIS AND PERFORMANCE APPRAISAL

- The process of conducting performance appraisal
- The documentation involved
- The unwritten skills for effective appraisal interview

### MODULE 6: UNDERSTANDING TRAINING NEEDS ANALYSIS

- Mapping competencies and utilising competencies for analysing training needs Understanding the TNA Process

## 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 15 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.

His initiatives in MEF ACADEMY has taken him a step further, where he 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).

Since joining MEF ACADEMY, 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 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).