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



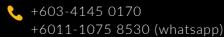
Training Venue

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

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



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

Fees:

RM 424.00 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)

Name :	IC No.:		Nationality:
Email:	Mobile N	lo. :	Designation:
Name :	IC No.:		Nationality :
Email:	Mobile N	No. :	Designation :
(If space is insufficient, please attach a separation of the separ	ate list)		
advance of the worskshop date of the workshop fee. All fees are falls below 75% of total worksh commencement of the worksh	will receive full refund. Cancellations e payable in the event of non-attenda op hours. Replacement(s) can be ac	made thereafter will be ance of any registered pa cepted at no additional ersity of Management a	Cancellation made 14 days or more in subjected to a cancellation fee of 50% articipant(s) or the overall attendance cost if notified 24 hours prior to the and Technology reserves the right to participants of the changes.
We hereby confirmed that (ple			
			ld be made to Tunku Abdul Rahman ement from HRD Corp under any
	ank Account No. 3 		t payee TAR UMT by cheque or bank t remittance to training@tarc.edu.my
Submitted by			
Name :	Design	nation :	Department:
Email :	Teleph	none No. :	Mobile No. :
Company Name:	Comp	pany Registration No.:	
Company Address:	Comp	eany Stamp & Signature :	: Date: