

HR Skills for HR Administrators

Date

07 December -11
December 2025

Kuala Lumpur

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3500

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Why Choose this Training Course?

This course will provide delegates with the skills and knowledge to make a valuable contribution to the success and continued effectiveness of the HR function. The subjects covered in this course will provide practitioners to be up-to-date with the latest thinking and approaches. This includes all aspects of a modern employment policy presented from the point of view of the HR function.

This course should cover all aspects of the work of a modern HR unit and is designed to serve as an introduction to HR for newly appointed HR Assistants and/or as a refresher for those who are already in the HR profession.

This course will feature:

- Role of policies in good people management
- Importance of good employee relations and employee commitment
- Critical features of effective recruitment & selection
- Employee, Management and Leadership development
- Performance management, reward, and remuneration

What are the Goals?

By the end of this course, participants will be able to:

- Explain the role and purpose of the HR function
- Develop HR policies based on strategic aims of the organisation
- Apply HR practices which fit the needs of the organisation
- Adapt the relevant practices currently in place in the Western world
- Develop a high-performance culture

Who is this Training Course for?

This course is suitable for a wide range of HR professionals but will greatly benefit:

- HR Practitioners
- Personnel Officers
- HR Administrators
- Staff who are interested in moving into HR
- Line Managers who need an understanding of the key processes involved

How will this Training Course be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes a range of activities – discussion, case studies, and exercises - at individual and group involvement level in addition to input from a highly experienced HR practitioner.

Delegates will gain most from active participation in the practical sessions and the success of the course is centered on the delegates expressing their special needs and interests so that they can maximise their learning. These sessions are informative, enjoyable and presented in a relaxed atmosphere conducive to learning to ensure optimum understanding for a comprehensive transfer to the workplace.

The Course Content

Day One: HR in Context – Policies

- Where is HR going?
- The Context for HR
- HR on the global stage
- Nationalisation – public vs. private organisation
- Overview of HR's role & relationship with other functions
- The importance of policies - writing & using them

Day Two: Employee Relations - Employee Involvement

- Employee Relations
- Internal Communications
- Consultation & Suggestion Schemes
- Employee Attitude Surveys
- Employee Assistance Programmes
- Union Recognition

Day Three: Recruitment & Selection

- Understanding external labour market & demographics
- Recruitment & Selection
- Employer of Choice
- Social Media, Websites and Recruitment
- Handling Redundancy
- Retention & Exit Interviews

Day Four: Learning & Development

- Importance of Learning & Development

- Leadership & Management Development
- Talent Management
- Coaching & Mentoring
- International Assignments
- Succession Planning

Day Five: Performance Management & Reward

- Performance Management & Appraisals
- Competency Frameworks
- Financial Reward & Salary Scales
- Job Evaluation
- Bonuses, Incentives & Overtime



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