

Human Resources Management Skills From A To Z

Modules & Fee Structure Are Specially Designed for SMEs

Intake : 21/11/2013
 Schedule : Every 3rd Thursday, 8:30am – 1:00pm *
 Venue : ITS Management Sdn Bhd (Melaka)



Module	Date	Topic
1	21/11/13	Understanding of Employment Contracts
2	19/12/13	360 Degree Performance Appraisal
3	16/01/14	Techniques to Reduce Employee Turnover
4	20/02/14	Effective Leaves Management
5	20/03/14	Recent Changes to the Employment Act of Malaysia
6	17/04/14	What Flexibenefit is All About
7	15/05/14	Managing Employees' Lateness and Absenteeism effectively
8	19/06/14	Termination of Employment
9	17/07/14	Compensating Your Employees Fairly
10	21/08/14	Managing Probationer Effectively

SME Program Fee : ~~RM2000~~

ITS HR Club Member Program Fee: RM1800

* ITS reserves the right to change the schedule with advance notice. Please visit our website for the latest schedule.

** Pre-registration. No fee payment is required at this stage.

(A) Features of the Training Series:

- a. Certificate of Attendance will be issued for each module.
- b. For PSMB members, fee is 110% HRDF claimable (subject to PSMB approval).
- c. Registered seat is fully transferable among employees from the same company.
- d. 30-minute Clinical Session for HR issues provided in each module (max 2 cases per session)

(B) Target Group: HR Personnel / Senior Management / Managing Director / Bosses

(C) Training Methodologies: Lecturing, Case Studies, Group Discussion.

 Please fax this leaflet to 06-3362873 for Pre-registration / Inquiry.

Pre-Registration : () Individual () Corporate

Company Name : _____ **Contact Person/ Participant** : _____

Tel : _____ **Fax** : _____

Email : _____ **No of Pax** : _____

Call 06-3350619 if you need further assistance.

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