

EXECUTIVE DIPLOMA IN HUMAN RESOURCE MANAGEMENT & DEVELOPMENT (HRMD)



The Executive Diploma in Human Resources Management & Development is designed to provide comprehensive approach for personnel working in / entering into Human Resources field. The course covers the macro understanding human resource (HR) planning and implementation of effective HR management initiatives, with crucial elements of industrial relations, occupational safety and strategic integrated HRM. This uniquely developed course also incorporates concepts of organisational development and the international aspects of labour management, in collaboration with the International Labour Organization (ILO). This is a highly distinctive course, conducted by human resource practitioners, specialist, legal consultants and representatives from the ILO.

The program is designed to:

- Formalize competency standards required for effective administration of the human resource management activities
- Provide qualification and recognition for human resource personnel
- Provide strong foundation of the practice of Human Resources Management, focusing on key HR areas which equip participants with skills in resource planning, compensation structures, performance management and Malaysian labour & safety laws as well as international concepts on labour.
- Develop knowledge and skills in Human Resource Development, including organizational behaviour, motivation models, change management and organization culture

WHO SHOULD OBTAIN THIS CERTIFICATION?

Organizations are encouraged to provide formal certification in human resource management and development competencies for the following categories of staff:

- Human Resource Management (HRM) / Personnel executives, assistance, non-executives and clerical staff seeking formal qualification in HRMD.
- Operational company personnel currently involved and/or providing assistance in HR administration functions and activities
- Individuals with or without experience, having an interest in HRMD and seeking to pursue a career in HRMD.

ENTRY REQUIREMENTS:

- Minimum SPM / SPVM or MCE with 2 years working experience
- Minimum STPM 2 principles with 1 year working experience

COURSE STRUCTURE, OBJECTIVES AND ASSESSMENT:

Participants will have 400 hours of learning [including project papers, tutorials & examinations] over duration of 1 year, with classes conducted over the weekends. The program structure comprises eight (8) integrated modules:-

	MODULES	OBJECTIVES	HOURS
1.	MANAGEMENT PROCESS - THEORY & PRACTICE	Provides solid foundation on understanding organizations & management:- <ul style="list-style-type: none"> ▪ Management concepts & functions ▪ Development of people management theories ▪ Strategic Human Resource Management 	11/3/2012 – 25/3/2012 24 Hours
2.	EMPLOYEE RESOURCE PLANNING & POLICIES	<ul style="list-style-type: none"> ▪ Introduction to Human Resource Management ▪ HR Balance Scorecard ▪ Manpower planning & job evaluation ▪ Resourcing strategy, demand & supply forecasting ▪ Organisational structure & design of jobs ▪ Breakdown of job contents of task, activities, tools & equipment and person specification ▪ Recruitment & employment contract ▪ Succession and career management planning. MODULE 1& 2 EXAMINATION	1/4/2012- 10/6/2012 54 Hours 4 Hours
3.	DESIGNING BENEFITS, COMPENSATION PLANS & POLICIES	<ul style="list-style-type: none"> ▪ Introduction on Reward Systems ▪ Wage theories like Compensation Management, Job Evaluation Wage setting ▪ Development of Salary Structures ▪ Employee benefits/fringe benefits ▪ Productivity / Performance Linked Wage System (PLWS) ▪ Three dimensional reward system and Industrial Court Guidelines 	17/6/2012 – 29/7/2012 56 Hours
4.	PERFORMANCE MANAGEMENT & EMPLOYEE DEVELOPMENT	<ul style="list-style-type: none"> ▪ Performance management process & methods ▪ Performance appraisals – quantitative & qualitative approaches ▪ Concepts of Balance Scorecard ▪ Appraisal techniques - competency, key performance indicators, key result areas, management by objectives ▪ Practical aspects of implementing the 	5/8/2012 – 14/10/2012 56 Hours

		<ul style="list-style-type: none"> performance appraisal Poor performance improvement Performance development - training needs analysis Adult learning principles for development On-the-job training / performance coaching MODULE 3 & 4 EXAMINATION 	4 Hours
5	INDUSTRIAL & LABOUR LAWS OF MALAYSIA	<ul style="list-style-type: none"> Introduction to Labour Relations and the Malaysian Industrial Laws. Scope of the Employment Act 1955 Employment Law - Rights, Liabilities and Remedies Scope of Industrial Relations Act 1967 Rights of workmen and employers protection Employment contract & terms of service Employee issues on absenteeism, discipline & misconduct Disciplinary Procedures & domestic inquiry Termination of Employment 	4/11/2012 – 9/12/2012 40 Hours
6	EMPLOYEE HEALTH & SAFETY LAWS OF MALAYSIA	<ul style="list-style-type: none"> Introduction to M'sian legislation <ul style="list-style-type: none"> OSH Act, 1994 Factories and Machinery Act, 1967 Safety and Health Committee Regulation 1996 Occupational Health <ul style="list-style-type: none"> Overview of Occupational Health Occupational Diseases & Health Related Problem Occupational Safety <ul style="list-style-type: none"> Housekeeping and Physical Arrangement Physical Hazards MODULE 5 & 6 EXAMINATION 	16/12/2012 – 27/1/2013 24 Hours 4 Hours
7	ORGANIZATIONAL BEHAVIOUR & DEVELOPMENT	<ul style="list-style-type: none"> Understanding of Organisational Behaviour Theory on human behaviour Motivation Models Impact of Organizational Structure Group & Team Dynamics Organisational Leadership Development of Organizational Culture Principles of Change management 	FEB. 2013 – MAR. 2013 40 Hours

8	INTERNATIONAL ASPECTS OF HUMAN RESOURCE MANAGEMENT	<ul style="list-style-type: none"> ▪ Understanding international aspects of human resource management <ul style="list-style-type: none"> - Social clauses & WTO - Global compact - Free Trade Agreements - Social Security Net ▪ Corporate Social Responsibility <ul style="list-style-type: none"> - Principles & Concept - CSR & HR Management - Fair Employment Practices ▪ International Labour Organisation (ILO) <ul style="list-style-type: none"> - Functions of ILO - International Labour Standards (ILS) and industrial relations - ILO Conventions 	MAR. 2013 – APR. 2013 40 Hours
		MODULE 7 & 8 EXAMINATION	4 Hours
9	ASSESSMENTS	<ul style="list-style-type: none"> • Tutorial / Assignments • Examinations 	
	TOTAL		400 HOURS
PROGRAM SCHEDULE WILL BE MADE AVAILABLE ON REQUEST.			

The course is highly participative and practical in nature. A range of learning methods will be used which are designed to combine sufficient theory and practice. Assessments will be continuous for the duration of the program through a combination of:-

- Learning activities structured into the content
- Specific organization-based research assignments
- Formal examinations
- Comprehensive project papers

All modules, learning activities, research assignments, examinations and project papers are designed to ground input material whilst drawing relevance to participant's organization and work functions. This ensures maximum transfer of learning to the workplace.

ASSESSED COMPETENCIES

<u>Research & Project Paper Assignments</u> Participants are required to submit comprehensive Project Paper on respective organization issues on human resource management and development	40% of competency assessment
<u>Examination</u> Participants are required to prepare & sit for a comprehensive examination on all 8 modules to display level of understanding on each module	60% of competency assessment

CERTIFICATION

Executive Diploma in Human Resource Management & Development will be awarded by the MEF Academy upon completion of all program requirements.

COURSE FEES

RM7,000 per participant, with RM500 discount for MEF members / individuals working with MEF member companies and RM1,000 discount for graduates of the MEFA Certificate in Human Resource Management / Certificate in Industrial Relations. For MEFA Executive Diploma in Industrial Relations graduates, discount of RM1,500 with 2 modules exempted.

Total fees of RM7,000 / RM6,500 / RM6,000 / RM5,500 is claimable under the PSMB SBL Scheme. Installment scheme of 5 payments available.

VENUE : MEF Training Centre,
3A06 -3A07, Block A,
Pusat Dagangan Phileo Damansara II
No. 15, Jalan 16/11, Off Jalan Damansara,
46350 Petaling Jaya,
Selangor Darul Ehsan,
Malaysia.

DATE OF COMMENCEMENT : 11 March 2012

PROGRAM SCHEDULE: SUNDAY



APPLICATION FOR ADMISSION
EXECUTIVE DIPLOMA IN
HUMAN RESOURCE
MANAGEMENT & DEVELOPMENT 2012

1. PERSONAL PARTICULARS

FULL NAME : _____

DATE OF BIRTH : _____ AGE : _____

NRIC NO : _____

MARITAL STATUS : _____

RESIDENTIAL ADDRESS :

Tel No : _____

OFFICE ADDRESS :

Tel No : _____

Fax No: _____

Email : _____

2. CURRENT APPOINTMENT

(if self-employed, retired or unemployed, please indicate accordingly)

DESIGNATION : _____

NAME OF EMPLOYER : _____

OFFICE ADDRESS : _____

NUMBER OF YEARS : _____

Describe your main duties :

3. QUALIFICATIONS OBTAINED

School/College/University

Qualifications / Year

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

4. PREVIOUS EMPLOYMENT

Employer

Designation

Year

<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

5. **Is your employer a member of MEF ?** Please tick the appropriate box.

☐

Yes. Cheque(s) of RM6,500 payable to Malaysian Employers Federation

☐

No. Cheque(s) of RM7,000 payable to MEF Academy Sdn Bhd

I declare that all the information provided in this application is true and correct and I enclose herewith a cheque/bank draft No.

_____ **for the RM** _____ **being full payment of fees.**

Signature of Applicant

Date

**NOMINATION / CONFIRMATION
BY MEF MEMBER ORGANISATION**

MEF member companies nominating employees to attend this course, are required to complete this section, with the required contact details of the organization.

For self-sponsored applicants, who are seeking MEF member discount, please obtain confirmation of your employment from your organization and MEF membership number.

We hereby nominate / confirm* Mr./ Ms _____

Designation : _____ from _____

to attend the above programme.

**Please delete if not applicable*

.

Our Cheque No. _____ RM _____ payable to
Malaysian Employers Federation is attached herewith.

Contact person : _____

Designation : _____

Company : _____

MEF membership : _____

Address : _____

Telephone : _____

Fax : _____

Email : _____

Signature :

Date :

Company Official Stamp: