

HUMAN RESOURCE MANAGEMENT



HR NEEDS TO TRANSFORM
The role of the HR manager, director, or executive are changing rapidly and need to parallel modern strategic thinking and contribute to enhance company profitability.

Topic 1: HR Talk - Maximising ROI on Learning & Development Strategies *The 'How to' Program*
Target Audience: Business Owner, Key Decision Maker, Human Resource Director, General Manager and Head of Business Unit
24 Mar 2017
26 Jul 2017 (2-5pm)

The current economic downturn and uncertainties about the future mean that the effective and strategic use of training to develop talent is increasingly important. However, cost and time have always been perceived as major barriers and they will remain to be the major barriers unless key decision makers are able to see the tangible benefits of training. As such, it is crucial & important for HR and key decision makers to know what and how to determine a suitable training topic. The approach & follow up interventions are required to achieve tangible results.

Would You Want to Know...

- how to identify suitable training for your team? Yes / No
- what mode of training best suit your organisation? Yes / No
- the secret to maximizing training investment? Yes / No
- what are the training principles? Yes / No
- factors contributing to the success of training? Yes / No
- how to ensure effective learning transfer? Yes / No
- various strategies in penetrating behavioral change? Yes / No

Results: How many YES do you have?
>3 : This is for YOU!
2-3 : Come & discover more
1 : Congratulations! Joint us to reinforce your learning



Sue Lim



Krishnan Ramasamy



Vera Ng

Our Panel of Trainers

There will be more demand for inspired training that lead to qualitative and quantifiable outcomes

An Expert Trainer with a Unique and Rare Combination of Management Experience + Psychology Expertise + International Training Experience



Bryan Ng CS

Topic 2: Understanding Labour Laws, Legal & Practical Issues in Employment Act

24-25 Apr 2017

Target Audience: HR Managers , HR Practitioners, Line Managers, Team Leaders, Departmental Heads , Supervisors

Understand Your Legal Responsibilities

- Understand Managerial and HR Legal Responsibilities
- Identify Key Employment-Related Legislation
- Explain Questions and Categories to Avoid Dispute During the Employment Process
- Define and Understand Workplace Sexual Harassment
- Identify Legal Trends and Challenges
- Eliminate all forms of harassment and discrimination to create a safe work environment for all

This Course Covers

- Legislation, Case Law, Trends and Hot Issues
- A Fresh Look at Essential Employment Practices
- Practical Insights into HR Administration and Benefits
- The Updated Legalities of Employment Laws

Participants feedback

"Thank you for the sharing of real-life case studies. It made the training so lively and situational based!"

"Mr. Krishnan was very well-versed on Employment Laws. He had given me many fruitful suggestion to handle my current situation"

"This was an excellent training with practical real skills that can be applied every day."

"The amount of time available for sharing experiences with fellow participants and trainer through facilitated role plays was the most valuable aspect of the day."

Topic 3: HR Toolkits For HR Managers

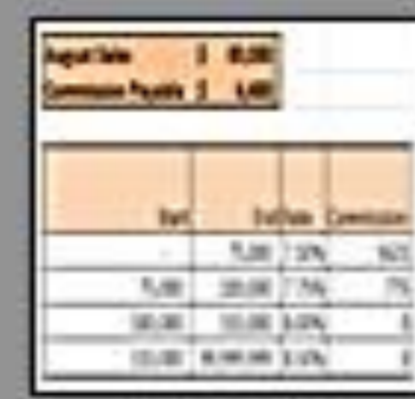
Managing Employees Information with Ease & Speed!

26 - 27 Apr 2017

Target Audience: Human Resource Executives, HR Managers, Supervisors, Administrators, Officers who need to have a better understanding of HR practices and procedures to handle the HR activities



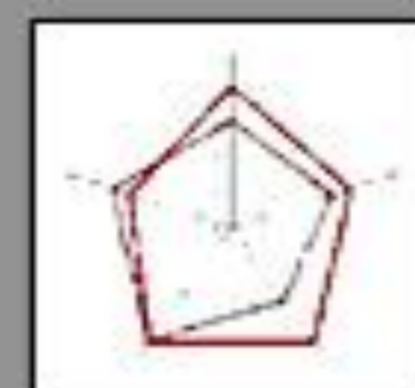
Quick Employee Salary Report



Creative HR Costing & Budgeting Report



Easy Way to Clean, Update and Organize Employee Database



Simple to Understand Macro Recording to Change Chart



What-If Manpower Planning Report



Dynamic Report with Integrated Charts

You'll learn neat excel tips and tricks to create effective reports easily – plus, transform tedious steps into just a couple of mouse clicks!

An experience trainer with unique combination of Human Resource + Management + Excel Skills!

Topic 4: Interviewing Skills + Staff Retention Strategies

Look after your people and the business will look after itself

Target Audience: Recruitment Managers, Departmental Heads, Managers, HR Managers, HR Practitioners

12-13 July 2017

Expected Outcome:

- ✓ Learn common pitfalls of conducting selection interview
- ✓ Establish the types of interviewing questions and determine their application, benefit and relevance in the interviewing process
- ✓ Prioritize competencies and behaviours relevant to the job specifications while taking into account the team and environment the candidate will be working in
- ✓ Determine the particular behaviours and competencies the job requires
- ✓ Complete the process through testing and reference checking
- ✓ Help people reach greater levels of productivity leading to higher job satisfaction

Participants Feedback:

"Thank you for conducting this training in such a professional and personalized manner. As a fresh recruitment manager, I have learned a lot of practical skills that required years to experience"

"Sue's training is very engaging and skillful. Instead of theory based, she used many real-life case studies, games and video clips to make the training full of fun."

"Sue Lim has a very good idea of what we are looking for, the discussion on all our issues were straight to the point. She managed to answer all questions from the ground!"