

Training Programs

HR & Manager

HR Needs to Transform

The role of the HR director, manager & executive are changing rapidly and need to parallel modern strategic thinking and contribute to enhance company profitability

A human resources department is an essential part of any company, as it plays an active role in almost every area of the company. In order to do so, it is important for HR and all its personnel to enhance, upgrade and develop their own knowledge and practice, and need to make sure they have the right skills to analyze, listen, observe, question and reflect to best support the delivery of organizational goals.



Ms Vera Ng

Our Senior Trainer specialises in Dashboard Reporting, Powerpoint, HR and Project Appraisal



Assured & Safe Climate
Trainer creates an accepted, respected and supported climate for learning

The Reason Why Us!

An Experience Trainer with unique combination of HR Management + Finance Management+ Excel Skills
"Trainer 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 question from the ground. "

Learning Modules focuses on Practical Application of Principles and theories at work
"Training content is very precise and impactful. I now have better ideas on how to handle HR Excel related problems and mistake that frustrate me the most."

Effective Training Interventions to ensure Learning Effectiveness
"The amount of time available for sharing experiences with fellow participants and trainer through challenges and real life mini case study plays was the most valuable aspect of the day."

Positive Directional and Approachable Learning Climate
"I learn the in and out of HR management that make my job easier and more efficient every single! This training is so powerful and practical to resolve my current challenge. "

Topic 1

Target Audience: CEO, Director, General Managers, Decision Maker, Head of Department, Managers, Assistant Manager

Date: 10 Aug 17
23 Nov 17

"Trainer discusses various case studies from different industries with us, it definitely makes us understand the topic in a simple way."

"This course truly benefits managers who are in need of practical knowledge to handle staff appraisal issues as well as bonus calculation."

Finance for Non Finance Managers

Making Number Crunching Simple & Meaningful

Would you want to know...

- how to prepare budget?
- how to speak and understand accountant's language?
- why a company can have profit but no cash?
- the difference between cash and profit?
- how to read a financial statement?
- what is depreciation?
- how to make business or investment decisions?

"Patience and understanding and a "tip" just at the right time have developed my ability to capture. I never felt overwhelmed – only encouraged. Thank you Shireen!"

"Compared to other training I've taken in the past, this one was absolutely top quality. Intensive content with easy to applicable techniques."

Reviewing KPI & Conducting Performance Appraisal

Comprehensive Guide You Needed to Managing Staff Appraisal

- **Understand** the performance appraisal process (environment, time, feedback)
- **Learn** various appraisal measurement tools for year end appraisal
- **Understand** common staff appraisal challenges and how to address them
- **Setup** staff salary increment scheme, bonus and rewards structure for your organization

Topic 2

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

Date: 6-7 Sep 17

Topic 3

Target Audience: Non-Human Resource Executives, Managers, Supervisors, Officers who need to have a better understanding of HR practices and procedures

Date: 25-26 Oct 17

HR for Non HR Managers: Managing Within Laws

Key Elements to Managing your HR related issues

What you will learn:

- ❖ **Manage employee relationships** effectively to avoid workplace problems
- ❖ **Foster effective HR partnerships** across the organization
- ❖ **Understand and manage first line HR issues** in an organization
- ❖ **Understand the implications of employment legislature** on the organization
- ❖ **Acquire useful HRM awareness** and knowledge to handle and manage HR roles and responsibilities

½ Day HR Talk – Maximising Performance in your Organisation

A Must know for New Edge Managers

Would you want to know

- what skills have the greatest impact on a leader's success?
- how to jump start the performance?
- why simple Excel and Powerpoint can be so useful?
- how effectively bond a team?
- the impact of missing out on understand and interpreting numbers?
- why many manager fail to be a good manager?
- how to work a person to reach self transformation?

Topic 4

Target Audience : Business Owner, HR Director, L&D Manager, Business Leaders, General Manager, Managers

Date: 14 Jul 17

Topic 5

Target Audience: Human Resource Managers, Executives, L&D Managers, Recruitment & Appraisal Manager

Date: 18 Aug 17

Applied Psychology for HR – Understand Human Behaviour & Interactions

What you will learn:

- ❖ **Acquire** effective techniques to understand, manage, guide others during difficult times.
- ❖ **Recognise emotions in others**, how to effectively handle those emotions in order to inspire high performance
- ❖ **Develop** strong awareness in human behaviour and emotion development
- ❖ **Understood the consequences** of behaviour and learn ways to deal with it