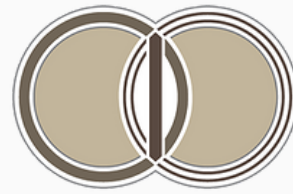


HR MANUAL



DEVELOPING EFFECTIVE HUMAN RESOURCE POLICIES AND PROCEDURES MANUAL

HIGHLY PRACTICAL & EXPERIENTIAL
WORKSHOP SESSION

DURATION

2 DAYS

TIME

9AM - 5PM

TRAINING VENUE

AXON CONSULTANCY SDN BHD

OBJECTIVES

Provides a clear way of managing employees to avoid problems of each manager managing things his own way. Programme will provide participants to take note of factors to be taken when developing policies and procedures.



WHO SHOULD ATTEND

- Human Resources Managers / Executives
- Staff intending to specialize in Human Resource Management

DAY I TRAINING OUTLINE

1. Introduction

- Overview of HR Communication Channel
- Why the Need of HR Manual
- Importance of HR Manual

2. Evaluation Process

- Evaluation of Existing Policies and Practices
- Evaluation of Whether for One Company or Group of Companies
- Whether Unionize or Otherwise
- Approval Process

3. HR Manual Framework

- Decision on the Sections in the Manual
- Decision on Paging Approach
- Decision on Footer Reference
- Table of Content
- Language Use/Style/Margin etc

DAY 2 TRAINING OUTLINE

Con't HR Manual Framework

- Overview on Sections in the Manual
 - Section 1 - General Scope & Applicability
 - Section 2 - Terms and Conditions
 - Section 3 - Compensation and Benefits
 - Section 4 - Employee Relations
Disciplinary - Rules & Regulations
 - Section 5 - Training & Development

4. Flow Chart

- How to Prepare Flow Chart
- Maintenance of Flow Chart

5. Integration of Employment Laws

- Probationers
- Retirement
- EPF/SOCSO
- Rest Day/Gazetted Public Holidays
- Contract of Employment
- Other Important Clauses that should be included
- Usage of terminology/Phrases

6. Implementation Stage

- Endorsement from Top Management
- Policy of Changes
- Briefings etc

ABOUT THE TRAINER



EUNICE LEE

MBA, International Management Centre (IMC)
Certificate in Personnel Management in MIPM
Certificate in Training Management
Certificate in Knowledge Management
Advance Certificate in Knowledge Management

In the past 40 years of her career in Human Resources, she has experience in the design, management and in setting up Human Resource policies and procedures, Human Resource Integrated System (HRIS), Performance Management System, Compensation and Reward System, 'Job Analysis, Job Design and Job Evaluation Process', Development of Job Grading and Salary Structure, Job Description, Competency Profiling, Manpower Planning, Succession Planning, and Training and Development.

She has held positions of Senior Group General Manager, Human Resources of public listed organization and Head of Human resources of a conglomerate. She was also very much involved as a KM Team Leader in the journey to transform the company into knowledge based organization. Her efforts as a KM Team Leader was instrumental to the company winning the Human Capital Development Award in May 2004 and the 1st Malaysia Emerging Knowledge Organization (MEKO) award in December 2005.

She has conducted several public trainings and in-house company training. She has also contributed articles on HRIS and knowledge Management in magazines and media. Ms Eunice Lee has completed Human Resource Consulting assignments with several organizations which include the areas of Career Management, Training Needs Analysis, Development of Human resource Manual and Competency Profiling and Conducting HR Audit, Retainer Advisor Consultant for Disciplinary Matters.

TRAINING INFO

COURSE SCHEDULE

Date: Contact us for latest schedule

Time: 9 AM - 5 PM

COURSE FEE

Normal Price : RM 1,800

- Inclusive of training material, certificates & meals.
- A Certificate of Attendance will be issued, participant must achieve 100% attendance and participate in all team discussions.

LOCATION

Axon Consultancy Sdn Bhd
No. 2-2, Plaza Usahawan Genting Kelang,
Jalan Danau Niaga 1, Taman Danau Saujana,
53300 Kuala Lumpur.

REGISTRATION

Contact **012 - 615 9229** (WhatsApp) or
Email **jack@axonconsultancy.com**