



安讯教育与科技有限公司  
Axon Consultancy Sdn Bhd

# HR FOR NON-HR PERSONNEL

LEAD PEOPLE WITH CONFIDENCE | REDUCE RISK | DRIVE BUSINESS RESULTS

## TRAINING DETAILS

**Duration : 2 Days**

**Training Hour : 9am to 5pm**

## RECOMMENDED PARTICIPANTS :

- Line Managers & Supervisors
- Newly Promoted Managers
- Heads of Departments / Divisions
- Middle-Level Management
- Non-HR professionals handling HR tasks
- Fresh HR executives seeking a strong foundation



**Axon Consultancy Sdn. Bhd.**

(Co Reg no: 201701042497)

2-2, Plaza Usahawan Genting Kelang, Jalan Danau Naiga,  
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## Course Overview:

In today's workplace, **every manager is also a people manager**. Recruitment, retention, performance, and discipline are no longer “HR's job alone”—they're part of your role.

This programme equips managers, supervisors, and team leaders with **practical HR skills** to:

- Hire and keep the right people
- Boost performance and motivation
- Handle employee issues fairly & legally
- Reduce risks of disputes, turnover, and non-compliance

You'll walk away with **confidence, clarity, and actionable tools** to lead your team more effectively.

## Course Objective

Upon completion of this program, participants will be able to:

- Understand the **manager's role in HR management**
- Build effective partnerships with HR professionals
- Apply best practices in **hiring, onboarding, and retention**
- Confidently **manage performance, discipline, and employee growth**
- Navigate the **employee lifecycle** from entry to exit
- Reduce legal and operational risks in people management



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## Course Outline:

### Day 1: Building the Foundations of HR in Management

#### Module 1: HR Management – What Every Manager Must Know

- What HR really does (and doesn't do)
- Why line managers play a critical HR role
- Shifting mindset: “Every Manager is an HR Manager”

#### Module 2: Hiring & Retaining Top Talent

- Manpower planning made simple
- Attracting the right talent: internal vs external sourcing
- Onboarding & orientation that increase retention
- Managing probation & confirmation effectively

#### Module 3: Performance Management that Works

- Setting SMART goals and expectations
- Giving feedback that motivates (not demoralises)
- Reward & recognition strategies
- Conducting impactful performance appraisals
- Avoiding common pitfalls managers make



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## Course Outline: Day 2: Managing, Motivating & Resolving Employee Issues



### Module 4: Compensation & Employee Development

- Pay, benefits, and incentives explained
- Linking compensation to performance
- Identifying & addressing training needs
- Creating development plans that employee's value

### Module 5: Employee Relations & Engagement

- Understanding employee expectations & aspirations
- Building engagement that boosts retention
- Coaching & career conversations
- Encouraging collaboration across teams

### Module 6: Industrial Relations & Separation

- Identifying & managing misconduct
- Handling disciplinary cases step-by-step
- Domestic investigations & inquiries: Dos & Don'ts
- Legal considerations in termination
- Conducting meaningful exit interviews



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## Methodology (How You'll Learn)

This isn't just theory—it's **hands-on, interactive, and practical.**

- Real-life case studies & local examples
- Group discussions & problem-solving
- Role plays & skill practice
- Quizzes & interactive videos
- Practical tools & checklists you can apply immediately

## Key Benefits (What You'll Gain)

By completing this programme, you will:

- Gain **HR knowledge** to manage people with confidence
- Strengthen your ability to **attract, retain & motivate talent**
- Handle performance & discipline **fairly and legally**
- Improve **team productivity & engagement**
- Minimise risks in **compliance & employee disputes**
- Transform into a **strategic partner** in your organisation

## Why This Training is Different

- **Designed for non-HR managers** (easy to understand, no HR jargon)
- **Facilitated by a HR practitioner with 25+ years' experience**
- **Action-oriented tools** you can use the very next day
- **Interactive & engaging** (not boring lectures!)

**In short: This course turns HR from a headache into your leadership advantage. You'll leave equipped to lead smarter, retain talent longer, and achieve stronger business results.**



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## **Trainer Portfolio: Ms Jassy Lim**

**HRDC Accredited Trainer | HR Trainer & Strategic People Partner**

A transformative HR leader with 25+ years of experience turning HR into a strategic engine for growth across diverse industries.

As an HRD Corp Accredited Trainer, she delivers practical, results-driven training grounded in real-world expertise.

Jassy specializes in bridging business goals with people strategy to build robust systems, develop talent, and master Industrial Relations, empowering organizations to create a highly capable and engaged workforce.

## **Specialties:**

- **HR Strategy**
- **Talent Development**
- **Performance Management**
- **Industrial Relations**
- **HR Compliance**



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