



**FMM INSTITUTE**

(C10626805080/ 199901000527/ 475427-W)

*Centre for Professional Development*



# HUMAN RESOURCE MANAGEMENT

## INTRODUCTION

Human Resources play a key role in helping companies meet the challenges of global competition. Strategic objectives to lower costs, improve productivity and increase organizational effectiveness are changing the way every part of the organization, including the Human Resources department, does business.

This course has been developed to promote an understanding and describe the features and purposes of Human Resource management, explains how to design and develop an HR system that supports the company's strategic goals.

## WHO SHOULD ATTEND

- HR Professionals
- Business Owners and Entrepreneurs
- Supervisors and Team Leaders
- Middle Management
- Aspiring HR Professionals
- Employees Involved in HR-related Functions

All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the programme. Cancellation received 5 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 3 working days and below before the start of the programme is subjected to cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

### ADMINISTRATIVE DETAILS

Date : **March 17-18, 2026**  
(Tuesday-Wednesday)

Time : **2 Days (9:00 am - 5:00 pm)**

Venue : **FMM Institute, Johor Branch**  
No. 1 & 3, Jalan Kencana Mas 1/1,  
Tebrau Business Park III,  
81100 Johor Bahru, Johor

Fees : **RM 1,215.00 (FMM Member)**  
**RM 1,350.00 (Non member)**  
The fee inclusive Service Tax at 8%  
(SST No: W10-1901-32000105)

Closing Date : **March 3, 2026 (Tuesday)**

Training Provider : **FMM Institute Johor**  
**MYCOID: 475427W\_JOHOR**



## CONTENTS

### **MODULE 1 : PRINCIPLES & PRACTICE OF HUMAN RESOURCE MANAGEMENT**

- To explain why strategies planning is important to all managers.

### **MODULE 2 :WORKFORCE PLANNING, RECRUITMENT & SELECTION**

- To discuss the appropriate skills and knowledge required to perform HR functions, the challenges and solutions that lead to good practices of HR management.

### **MODULE 3 : TRAINING & DEVELOPMENT**

- To provide understanding of organizational development and to manage the learning and professional development of the organization's workforce

### **MODULE 4 : PERFORMANCE APPRAISAL**

- To discuss the employment issues to enhance the workforce capabilities and the impact to business performance in competitive environment.

### **MODULE 5 : EMPLOYEE BENEFITS & FINANCIAL INCENTIVES**

- To understand various forms of compensation and benefit for organization.

### **MODULE 6: EMPLOYEE RELATIONS AND DISCIPLINARY**

- Define employee relations
- Discuss methods for managing employee relations
- Explain what is meant by air disciplinary practices.

### **MODULE 7: Employee Engagement**

- Describe approaches to retaining employees
- Explain why employee engagement is important, and how to foster such engagement.
- Evaluate different approaches to measuring employee engagement.

#### **FACILITATOR**

**Jacky Chan Chee Kiong** - An accomplished Senior Management professional with over 30 years of experience partnering with top management and country leadership teams. Expertise in developing and implementing strategic and operational interventions for multinational companies, focusing on translating business objectives into innovative and practical solutions. Proven ability to design and deliver impactful training programs across diverse industries, fostering leadership, enhancing productivity, and ensuring compliance with organizational policies.



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## HUMAN RESOURCE MANAGEMENT

MARCH 17 - 18 , 2026 | VENUE: FMM INSTITUTE, JOHOR BRANCH

FMM Institute (475427-W)

Puan Sabrina / Pn. Astri / Pn. Ain

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Tel: 07-357 7613 / 14 / 15 / 16 Fax: 07-357 7618

Please tick accordingly:

Fees:  FMM Member: RM 1,215.00/pax  
(inclusive of 8% Service Tax (SST No: W10-1901-32000105))

Non Member: RM 1,350.00/pax  
(inclusive of 8% Service Tax (SST No: W10-1901-32000105))

Dear Sir/Madam,

Please register the following participant (s) for the above programme:

(To be completed in BLOCK LETTERS)

1.Name:	IC No:	Nationality:
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Designation:	Email:	Mobile No.:
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2.Name:	IC No:	Nationality:
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Designation:	Email:	Mobile No.:
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(if space is insufficient, please attach a separate list)

### Disclaimer

Registration is on a first-come first-served basis. All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the webinar. **Cancellation received 5 working days** before the start of the webinar is **subject to a cancellation fee of 50%** of the webinar fees. **Cancellation received 3 working days and below** before the start of the webinar is **subject to a cancellation fee of 100%** of the webinar fees. **If the participant fails to attend the programme, the full webinar fees are payable.** However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the webinar and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):

We will be claiming under **HRD CORP CLAIMABLE COURSES** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.

I (self-sponsor) / We will **NOT BE CLAIMING** under **HRD CORP CLAIMABLE**. Payment will be made to the account payee **FMM Institute** by cheque or bank transfer to **Maybank Account No. 501280056601**.

Tin No. : C10626805080

BRO No. : 475427-W

SST No. : W10-1901-32000105

Submitted by:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Designation: \_\_\_\_\_ Tel No: \_\_\_\_\_ Moblie No: \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_

Tin No. : (Company Tax Number) \_\_\_\_\_ Business Registration No. (New/Old) \_\_\_\_\_ SST No (If Applicable): \_\_\_\_\_

Company Stamp & Signature: \_\_\_\_\_ Date: \_\_\_\_\_