



FMM INSTITUTE

(C10626805080/ 199901000527/ 475427-W)

Centre for Professional Development



HR MATTERS, PERFORMANCE MANAGEMENT AND TRAINING NEEDS ANALYSIS

SUMMARY

This 2-day interactive program is tailored for HR professionals, managers, and team leads to deepen their understanding of core HR matters, effective performance management, and conducting training needs analysis (TNA). The program emphasizes real-world application, culminating in personalized action plans. It promotes a proactive approach to HR challenges, fostering compliance, motivation, and talent growth in dynamic workplaces.

ADMINISTRATIVE DETAILS

Date	: September 2 - 3, 2026 (Wednesday-Thursday)
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	: August 19, 2026 (Wednesday)
Training Provider	: FMM Institute Johor MYCOID: 475427W_JOHOR

TARGET AUDIENCE

HR practitioner, mid-level managers, and supervisors responsible for employee performance, development, and HR compliance.

The program is structured into six learning modules, progressing from foundational HR concepts to advanced performance and training strategies, with integrated methodologies for engagement.

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.



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COURSE CONTENTS

MODULE 1 : FUNDAMENTALS OF HR MATTERS

- Overview of HR roles, legal frameworks (e.g., labor laws, diversity and inclusion) and ethical considerations.
- Discussion on common HR challenges like conflict resolution and employee engagement.

MODULE 2 : EMPLOYEE RELATIONS AND CONFLICT MANAGEMENT

- Techniques for building positive workplace relationships, handling grievances, and promoting inclusivity.
- Case studies on real HR scenarios (e.g; discrimination claims or team disputes).

MODULE 3 : INTRODUCTION TO PERFORMANCE MANAGEMENT

- Key components: Goal setting (e.g; SMART goals, performance appraisals, and coaching).
- Linking performance to business objectives and employee motivation theories (e.g; Maslow's hierarchy)

MODULE 4 : ADVANCED PERFORMANCE MANAGEMENT TECHNIQUES

- Feedback models (e.g; SBI - Situation- Behavior-Impact) , handling underperformance, and reward systems.
- Integration with HR metrics like KPIs and 360-degree reviews.

MODULE 5 : TRAINING NEEDS ANALYSIS FUNDAMENTALS

- TNA processes : Surveys, interviews, and gap analysis tools
- Aligning training with performance data and organizational goals.

MODULE 6 : INTEGRATING HR, PERFORMANCE AND TRAINING WITH ACTION PLANNING

- Strategies for linking HR matters, performance management, and TNA.
- Developing holistic HR action plans using SMART goals.

This program equips participants with practical HR skills, leading to improved employee performance, reduced turnover, and strategic alignment. Benefits include enhanced compliance , motivated teams and cost-effective training.

FACILITATOR

Ms. Jasbir Kaur - as Jas, is a passionate and results-oriented Trainer & Certified Coach with over two decades of experience empowering individuals and transforming teams across diverse industries. Her extensive background in telecommunications (Astro, Malaysia), fast food (Burger King, Singapore), manufacturing (Sunningdale, Celestica AMS), logistics (DHL CSS Singapore), market expansion (DKSH), and biotechnology (Biocon, Malaysia) provides her with a unique and insightful perspective. Jas is dedicated to creating engaging and impactful learning experiences that drive meaningful skill development and foster lasting change

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SEPTEMBER 2 - 3, 2026 | VENUE: FMM INSTITUTE, JOHOR BRANCH

FMM Institute (475427-W)

Puan Sabrina / Pn. Astri / Pn. AinEmail : sabrina@fmm.org.my / astri@fmm.org.my/ nur_ain@fmm.org.my

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:

Designation:

Email:

Mobile No.:

2.Name:

IC No:

Nationality:

Designation:

Email:

Mobile No.:

*(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:

Mobile No:

Company:

Address:

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

Company Stamp & Signature:

Date: