



# HR FOR NON-HR PERSONNEL

📅 **February 11-12, 2026 (Wednesday-Thursday)**

🕒 **8.45 am – 5.00 pm** 📍 **FMM Institute, Perak**



In today's competitive and people-focused organisations, effective management of human resources is no longer limited to the HR department. Managers and supervisors from all functions play a vital role in managing, developing, and motivating their teams. This two-day course provides non-HR personnel with the essential knowledge and practical tools to handle HR-related matters confidently and in compliance with Malaysian employment laws. Participants will gain insights into recruitment, performance management, discipline, and

employee engagement enabling them to contribute to organisational success through sound HR practices and stronger collaboration with HR professionals.

## COURSE CONTENTS

### DAY 1: THE HR ESSENTIALS EVERY MANAGER SHOULD KNOW

#### Module 1: Role of HR & Manager in People Management

- Understanding HRM and its importance
- Line manager vs. HR department roles
- HR as a strategic business partner

#### Module 2: Employment Law Essentials (Malaysia Context)

- Key provisions under Employment Act 1955 and Industrial Relations Act 1967
- Contract of service vs. contract for service
- Probation, termination, and employee rights

#### Module 3: Recruitment & Selection Best Practices

- Manpower planning and job descriptions
- Interviewing skills and legal dos & don'ts
- Avoiding hiring bias

#### Module 4: Managing Performance Effectively

- Performance management cycle and SMART goal setting
- Conducting appraisals and giving constructive feedback
- Coaching for improvement

### DAY 2: HANDLING PEOPLE ISSUES AND BUILDING A HIGH-PERFORMANCE TEAM

#### Module 5: Discipline, Misconduct & Grievance Handling

- Categories of misconduct (minor vs. major)
- Progressive discipline and documentation
- Manager's role in grievance resolution

#### Module 6: Managing Absenteeism & Workplace Conflict

- Understanding absenteeism and control strategies
- Conflict resolution techniques and mediation skills
- Promoting teamwork and communication

#### Module 7: Employee Engagement & Motivation

- Applying motivation theories (e.g., Maslow's Hierarchy of Needs)
- Building morale and employee commitment
- Creating a culture of recognition

#### Module 8: HR Compliance & Manager's Accountability

- Documentation, ethics, and reporting responsibilities
- Maintaining confidentiality and fairness
- Collaboration between HR and management

## OBJECTIVES

- Understand the core functions of HR and their impact on business performance.
- Apply HR principles in recruitment, performance management, and employee development.
- Recognise the legal responsibilities of managers under the Employment Act 1955 and Industrial Relations Act 1967.
- Handle employee issues such as absenteeism, poor performance, and misconduct effectively and fairly.
- Collaborate with HR departments to support compliance and organisational goals.
- Apply HR techniques to motivate, engage, and retain employees for better workplace productivity.

## LEARNING OUTCOME

- Demonstrate practical HR knowledge for daily management responsibilities.
- Make informed and compliant HR decisions.
- Improve people management and employee relations skills.
- Strengthen collaboration between managers and HR teams.

## WHO SHOULD ATTEND

- Supervisors, Team Leaders, and Line Managers
- Executives and Officers from non-HR departments
- Department Heads seeking to strengthen their people-management skills

## TRAINING METHODOLOGY

Interactive lectures, discussions, small group activities, and exercises.

TRAINER

**MR. TEH BENG SOO** has 38 years of experience across diverse industries. He has professional certifications that underscore his commitment to excellence in various domains. He is certified as HRD Corp trainer, showing his proficiency in developing and delivering high-impact training programs endorsed by HRD Corp.

**MR. TEH BENG SOO** has acquired profound knowledge through participation in diverse training programs, encompassing areas such as Training Needs Analysis and Evaluating Training Effectiveness, underlining his expertise in optimizing learning interventions to meet organizational objectives. His deep engagement with quality management systems is evident through specialised courses such as IATF 16949:2016 Automation QMS Awareness, Automotive Quality Management Systems Requirements Training Course, and ISO 9001 Management Awareness Training, reflecting his proficiency in driving excellence and adherence to international standards.

Additionally, his commitment to corporate social responsibility and ethical business practices is highlighted through training in Responsible Business Alliance (Version 6.0) Compliance and Implementation Training and FSC Chain of Custody Management Awareness training. His diverse background speaks to his multifaceted expertise, equipping him with a nuanced understanding of critical organisational facets spanning quality assurance, occupational health and safety, environmental sustainability, and corporate social responsibility. This breadth of knowledge highlights his capacity to navigate complex operational landscapes and drive holistic organisational improvement.

Closing Date: FEBRUARY 4, 2026

COURSE DETAILS

Date **February 11-12, 2026 (Wednesday-Thursday)**  
Time **8.45am - 5.00pm**  
Venue **FMM Institute Perak**  
**No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak**  
Medium of Instruction **English**  
CPD **14 hours**  
Fees ☐ **Members RM1,134.00/pax**  
☐ **Non-Members RM1,296.00/pax**  
*(Fees inclusive of Service Tax at 8%, Course Materials, Refreshment, Lunch and Certificate of Attendance)*

ADMINISTRATIVE DETAILS

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak** ■ MyCoID : **475427W\_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

PAYMENT

- Cheques** made in favour of **“FMM Institute”** should be forwarded to FMM Institute Perak.
- For **HRD Corp Claimable Course**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**
- FMM Institute TIN No. **C10626805080**

CANCELLATION

Must be in Writing with Reasons ■ 7 days before the course – No payment charged ■ 3 – 6 days before the course - 50% payment charged ■ < 3 days before the course – Full payment charged ■ Participants who did not turn-up will be charged full payment ■ Replacements can be accepted at no additional cost

~ Registration Form ~

HR FOR NON-HR PERSONNEL

FMM Institute  
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak  
Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

1.	Name		Designation	
			HP No	
	NRIC		Email	
2.	Name		Designation	
			HP No	
	NRIC		Email	
3.	Name		Designation	
			HP No	
	NRIC		Email	

(Please attach a separate list if space is insufficient)

We hereby confirmed that (Please tick (✓) in appropriate box):-

- ☐ We **will be claiming from HRD Corp** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances
- ☐ We will **NOT BE CLAIMING from HRD Corp**. Enclosed cheque/bank draft No \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_\_\_ participant(s) made in favour of the **“FMM Institute”**.

Submitted by:

Name:	Designation:		
Company:	Tel:	Fax:	
Address:			
Email:	FMM Membership No		