MERCURY

The Art of Human Resource Management (Certified HR Professional)

16 – 20 May 2027
Kuala Lumpur (Malaysia)



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Ref: 3009_261490 **Date:** 16 – 20 May 2027 **Location:** Kuala Lumpur (Malaysia) **Fees:** 4600 Euro

Introduction to Human Resource Management Training Course

The HR function must serve as the pivotal link between the organization and its workforce while also fulfilling the roles of the organization's observatory, its communicators, and, in some cases, its moral compass.

This integral certified HR professional seminar is designed to impart the knowledge necessary to construct that vital link and to craft an HR function that adeptly caters to the employees' requirements and the organization's objectives through exemplary human resource management practices.

Human resource management, often abbreviated as HRM, involves implementing good practices for effective workforce management. But what is human resource management exactly? It's a field encompassing principles and practices crucial for optimizing employee potential. Pursuing a human resource management course, individuals delve into the intricacies of HRM practices through a structured course outline.

Whether introductory or advanced, this course aims to mold certified HR professionals. A certificate course in human resource management offers a comprehensive training program, fostering expertise in the principles that define good HR management. Aspiring professionals seek to become certified professionals in human resources, completing an accredited HR professional course for career advancement.

By indulging in this advanced human resource management course, participants will become certified HR professionals, holding the insights and tools necessary to transform HR functions and achieve the status of a certified professional in human resources.

Targeted Groups

- Managers or supervisors newly tasked with HR or personnel responsibilities.
- HR or personnel generalists.
- Specialists are transitioning to or returning to a generalist role.
- Established HR professionals are seeking fresh insights.
- Newly appointed HR professionals.
- This certified HR professional course is for managers, supervisors, or team leaders aiming to broaden their HR knowledge.

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Course Objectives

By the culmination of this certified HR professional course, attendees will possess the ability to:

- Articulate the purpose of the HR function and its impact on achieving organizational goals, defining what good human resource management entails.
- Recognize the trends altering HR's role and the evolving landscape of the workplace.
- Discuss the purpose of HR and its role in boosting productivity and engagement through what is a human resource management system.
- Explain the core principles and practices of effective human resource management, including:

  - HR strategy.
  - Recruitment and selection.
  - Induction.
  - Retention.
  - Employee relations.

- Implement a proficient performance management process utilizing the principles of human resource management.
- Employ competencies for both recruitment enhancement and performance management optimization.
- Effectively manage conflict and disagreement.
- Apply essential personal skills necessary for HR success.
- Comprehend the fundamental elements of an efficient HR function.
- Explore strategies for advancing the scope and capabilities of the HR function.
- Recognize the distinctions between the roles of line supervisors/managers and the HR function.
- Masterfully navigate and manage organizational change.
- Oversee the entire recruitment process with an advanced human resource management course approach.
- Address performance issues with expertise.
- Navigate the use of disciplinary procedures competently.
- Handle disciplinary matters with tact and professionalism.

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Targeted Competencies

At the end of this human resource management training course, the target audience will be able to evolve:

- HR administration.
- Recruitment and selection mastery.
- Performance management skills.
- Training and development strategies.
- Compensation and benefits planning.
- Competency modeling expertise.

Human Resource Management Training Course Content

Unit 1: Human Resource Management as Part of The Business

- Understanding the context of human resource management.
- Navigating socio-economic developments.
- Recognizing pressures on HR professionals.
- Embracing the need for change.
- Strategies for nationalization.
- Handling change.
- Cementing HR's Strategic role within the organization.

Unit 2: The Component Parts of The Human Resource Management Function

- Refining recruitment and selection techniques.
- Conducting effective interviews.
- Integration of competencies in recruitment.
- Streamlining induction processes.
- Nurturing employee relations.
- Upholding corporate social responsibility.
- Addressing disciplinary and grievance issues professionally.
- Promoting equity and diversity in the workplace.

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Unit 3: Refinements in Human Resource Management Practices

- Enhancing performance management.
- Distinguishing feedback from criticism.
- Coaching for performance improvement.
- Broadening the use of competencies.
- Utilizing competencies in assessment centers.
- Strategies for becoming an employer of choice.
- Empowering through coaching.
- Branding people processes.
- Developing a robust employee value proposition.

Unit 4: The Psychological Contract in HR

- Prioritizing satisfaction, retention, and value.
- Pinpointing and nurturing key players.
- Planning for management succession.
- Foster motivation across all levels.
- Establishing a continuous learning culture.
- Satisfaction metrics for a committed workforce.
- Critical messages for leadership.
- Organizational work structures.
- Implementing merit-based pay systems.

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Unit 5: The Evolutionary Path of Human Resource Management

- Transition of HR from tactical to strategic roles.
- Effective employee relationship management
- Identifying new HR roles for future challenges.
- Cultivating the personal skills needed for the future.
- Fine-tuning influencing skills.
- Conflict management mastery.
- Assertiveness in practice.
- Focusing on personal development and growth.