

HR MANAGEMENT FUNDAMENTALS & ESSENTIAL SKILLS

“Building a Strong Foundation for Effective Human Resource Management”

Schedule

Date	Venue	Fees (Face-to-Face)
04 - 05 Mar 2026	Kuala Lumpur, Malaysia	USD 1995 per delegate

Introduction

Human Resource Management plays a critical role in shaping organizational culture, building workforce capability, and ensuring legal compliance. For HR professionals and managers alike, mastering the fundamentals of HR is essential to drive employee performance, engagement, and retention.

This 2-day interactive course provides participants with a comprehensive overview of key HR functions and essential soft and technical skills required in today’s dynamic workplace. It blends policy, practice, and people-focused strategies to help HR professionals and general managers manage HR responsibilities effectively.

Objectives

By the end of this course, participants will be able to:

- Understand the scope, functions, and strategic role of HR management
- Apply core HR practices including recruitment, onboarding, and performance appraisal
- Interpret and implement HR policies aligned with employment law and best practices
- Support employee development, engagement, and well-being
- Strengthen communication, coaching, and HR reporting skills

Why Attend

- Gain a well-rounded understanding of the HR function in just 2 days
- Learn how to handle common HR tasks with confidence and accuracy
- Improve employee satisfaction and organizational alignment
- Ensure compliance with labor regulations and HR documentation standards
- Build credibility and communication effectiveness as an HR or people manager

Target Audience

This program is designed for:

- New and aspiring HR professionals
- Line managers and team leaders with HR responsibilities
- Generalists looking to strengthen their HR competencies
- Office administrators and executive assistants involved in HR tasks
- Anyone preparing to transition into an HR role

Individual Benefits

Key competencies that will be developed include:

- HR planning and policy interpretation
- Interviewing, onboarding, and training coordination
- Employee relations and performance tracking
- HR reporting, documentation, and compliance
- Communication, conflict management, and interpersonal skills

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- More effective implementation of HR policies and procedures
- Improved employee lifecycle management (hire to retire)
- Better support for line managers through HR partnership
- Enhanced compliance and risk mitigation in employment practices
- Stronger organizational culture and team dynamics

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Core HR functions, models, and legal basics
- Case Studies - Practical HR challenges and real-world resolutions
- Workshops - Hands-on tasks in recruitment, documentation, and communication
- Peer Exchange - Sharing experiences across roles and industries
- Tools - Sample HR forms, checklists, policies, and evaluation templates

Course Outline

Training Hours: 7:30 AM - 3:30 PM Daily Format: 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 - 02:00

Day 1: Core Functions of HR Management

- Module 1: The Role and Scope of HR (07:30 - 09:30) • HR's role in organizational success • Key HR functions and stakeholder relationships • HR ethics, confidentiality, and trust
- Module 2: Recruitment and Selection Essentials (09:45 - 11:15) • Workforce planning and job analysis • Writing job descriptions and interview questions • Screening and interviewing techniques
- Module 3: Onboarding and Performance Management (11:30 - 01:00) • Designing effective onboarding programs • Setting performance goals and conducting appraisals • Giving feedback and handling underperformance
- Module 4: Workshop - Writing an Interview Plan and Onboarding Schedule (02:00 - 03:30) • Group activity: role-based design of hiring and orientation tools

Day 2: HR Compliance, Engagement, and Development

- Module 5: HR Policies and Legal Compliance (07:30 - 09:30) • Key employment laws and HR documentation • Leaves, disciplinary procedures, and termination protocols • Audits, contracts, and employee files
- Module 6: Employee Relations and Well-being (09:45 - 11:15) • Conflict resolution and manager mediation • Workplace wellness and engagement initiatives • Retention and recognition strategies
- Module 7: Training and Development Planning (11:30 - 01:00) • Identifying skill gaps and learning needs • Organizing internal and external training • HR's role in succession planning
- Module 8: Final Review and Personal Development Plan (02:00 - 03:30) • Key takeaways and self-assessment • Action planning for HR improvement in the workplace • Q&A and certificate ceremony

Certification

Participants will receive a Certificate of Completion in HR Management Fundamentals & Essential Skills, confirming their ability to carry out key HR tasks effectively and contribute to people management and organizational success.

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