MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

HR FOR HODS, MANAGERS & EXECUTIVES

"Empower your leadership team with essential HR skills to build strong teams, manage performance, and foster a compliant, people-centric workplace."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

In today's competitive and dynamic business environment, Heads of Departments (HODs), Managers, and Executives play a critical role not only in driving performance but also in managing people. This course bridges the gap between leadership and human resources by equipping leaders with a practical understanding of HR principles, policies, and best practices. Participants will gain tools to handle recruitment, performance management, employee relations, workplace discipline, and compliance with confidence.

Objectives

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

- Understand the key HR functions and their strategic impact
- Apply HR policies in recruitment, onboarding, and workforce planning
- Lead performance appraisals and support employee development
- Handle employee issues, grievances, and workplace discipline
- Ensure legal compliance in HR-related decisions

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Why Attend

Department heads and managers are often the first line of contact for HR-related concerns. This course ensures they're equipped with the right tools to support employees effectively, maintain legal compliance, and partner with HR strategically—resulting in better morale, productivity, and retention.

Target Audience

- Heads of Departments (HODs)
- Line Managers & Supervisors
- Executive Leaders
- Project Managers
- Business Unit Heads
- Non-HR Professionals with team oversight

Individual Benefits

- Gain clarity on your HR roles and responsibilities as a leader
- Minimize legal and disciplinary risks in team management
- Improve recruitment, retention, and development strategies
- Communicate effectively with HR teams and senior leadership

Organizational Benefits

- Strengthen the link between business and HR functions
- Improve employee engagement and productivity
- Reduce turnover through better people management
- Ensure consistent application of HR policies and procedures

Instructional Methodology

- Interactive workshops and expert facilitation
- Case studies and real-world problem-solving
- Practical simulations (interviews, appraisals, counseling)
- Group discussions and role plays
- Self-assessments and leadership HR tools

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Course Outline

DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

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: Foundations of Strategic HR for Leaders

- Module 1: HR's Role in Organizational Performance (07:30 – 09:30)
- Module 2: Understanding the Employee Life Cycle (09:45 – 11:15)
- Module 3: Aligning HR with Business Strategy (11:30 – 01:00)
- Module 4: Case Study: HR Mistakes by Line Managers (02:00 – 03:30)

Day 2: Recruitment, Hiring & Workforce Planning

- Module 1: Identifying Talent Needs and Role Design (07:30 – 09:30)
- Module 2: Interviewing Techniques and Bias Avoidance (09:45 – 11:15)
- Module 3: Onboarding, Orientation, and Early Retention (11:30 – 01:00)
- Module 4: Legal Compliance in Hiring Decisions (02:00 – 03:30)

Day 3: Performance & Talent Management

- Module 1: Setting KPIs and SMART Goals (07:30 – 09:30)
- Module 2: Conducting Effective Appraisals (09:45 – 11:15)
- Module 3: Coaching, Feedback, and Development Planning (11:30 – 01:00)
- Module 4: Addressing Underperformance with Empathy (02:00 – 03:30)

Day 4: Managing Conflict, Discipline & Grievances

- Module 1: Early Intervention and Conflict Resolution Skills (07:30 – 09:30)
- Module 2: Progressive Discipline and Corrective Actions (09:45 – 11:15)
- Module 3: Handling Grievances – Process and Documentation (11:30 – 01:00)
- Module 4: Role Play: Conducting Difficult Conversations (02:00 – 03:30)

Day 5: HR Compliance, Culture & the Future of Work

- Module 1: Workplace Policies, Legal Risks & HR Compliance (07:30 – 09:30)
- Module 2: Building an Inclusive, High-Performance Culture (09:45 – 11:15)
- Module 3: Remote Work, Mental Health & Modern Challenges (11:30 – 01:00)
- Module 4: Leadership Commitment & Course Wrap-Up (02:00 – 03:30)

Certification

Participants will receive a Certificate of Achievement: HR for HODs, Managers & Executives, validating their leadership-level HR awareness and operational competence.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

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In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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