MAWA EVENTS

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

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

ESSENTIAL HR PRACTICES FOR MANAGERS, TEAM LEADERS AND SUPERVISORS

"Empowering Managers to Lead People Effectively Through Core HR Practices"

Schedule

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

Introduction

People management is no longer the sole responsibility of the HR department — every manager, team leader, and supervisor plays a vital role in managing and developing their team. The Essential HR Practices for Managers, Team Leaders, and Supervisors course provides non-HR leaders with the knowledge and skills needed to handle everyday HR responsibilities effectively. Participants will learn how to recruit, motivate, evaluate, and retain employees while ensuring compliance with HR policies and employment laws. This program bridges the gap between HR and operational management, empowering leaders to build engaged, high-performing teams.

Objectives

- Understand the key HR functions and their application in daily management.
- Learn effective techniques for interviewing, hiring, and onboarding employees.
- Manage performance through goal setting, feedback, and appraisals.
- Handle employee relations, grievances, and disciplinary actions professionally.
- Ensure compliance with labor laws and company policies.
- Foster a motivating, inclusive, and performance-driven work environment.

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Why Attend

This course helps managers and supervisors strengthen their leadership and people management skills, ensuring they can confidently handle HR-related issues and contribute to a positive workplace culture.

Target Audience

- Managers and Department Heads
- Team Leaders and Supervisors
- Project and Operations Managers
- Non-HR Professionals with people management responsibilities
- Entrepreneurs and Small Business Owners

Individual Benefits

- Develop essential HR and leadership skills to manage your team more effectively.
- Learn how to coach, motivate, and retain your employees.
- Gain confidence in handling employee issues, documentation, and compliance.
- Build stronger communication and conflict-resolution abilities.

Organizational Benefits

- More consistent application of HR policies across departments.
- Improved employee satisfaction, engagement, and retention.
- Reduced HR and legal risks through better compliance.
- Enhanced teamwork and productivity through effective people management.

Instructional Methodology

- Interactive lectures and discussions
- Real-world case studies and role-playing scenarios
- Practical exercises and group workshops
- Templates and tools for immediate workplace application

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Course Outline

Module 1: Understanding the Role of Managers in HR

- Shared HR responsibilities between HR and management
- Key HR concepts and their impact on organizational success
- Legal and ethical aspects of people management

Module 2: Recruitment and Selection Essentials

- Writing effective job descriptions
- Interviewing and selecting the right candidate
- Onboarding and integrating new employees

Module 3: Performance Management Fundamentals

- Setting clear performance goals and KPIs
- Delivering constructive feedback and conducting appraisals
- Managing poor performance effectively

Module 4: Employee Motivation and Engagement

- Understanding motivation drivers
- Recognition and reward strategies
- Building a positive and inclusive team culture

Module 5: Handling Employee Relations and Discipline

- Managing conflict and resolving disputes
- Grievance handling procedures
- Fair disciplinary practices and documentation

Module 6: Training and Development

- Identifying skill gaps and training needs
- Supporting career growth and succession planning
- Encouraging continuous learning and improvement

Module 7: Compliance and HR Policies

- Overview of labor laws and employee rights
- Managing attendance, leave, and workplace policies
- Ensuring fairness, equality, and transparency

Module 8: Practical Application and Leadership Integration

- Case studies on HR challenges faced by managers
- Developing your personal HR action plan
- Building stronger collaboration with the HR department

Certification

Upon successful completion, participants will be awarded a Certificate in Essential HR Practices for Managers, Team Leaders, and Supervisors, recognizing their ability to apply core HR principles in their leadership roles and effectively manage people for optimal organizational success.

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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.

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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