



FMM INSTITUTE (Centre for Professional Development)

Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur
Tel: 03-62867200 Fax: 03-6277 6712/62761316 E-mail: hasnah@fmm.org.my / anitha@fmm.org.my

FMM EXECUTIVE CERTIFICATE IN HUMAN RESOURCE AND INDUSTRIAL RELATIONS

SBL SCHEME

The **FMM Executive Certificate in Human Resource and Industrial Relations** is specially developed with the aim to prepare HR personnel to manage the complexities as well as to face the changing needs of the various industries in regards to Human Resource Management and Industrial Relations. This programme will not only provide one with sound theoretical knowledge of the subject matters but practical applications in the business environment. It keeps one in pace with the ever changing business surrounding whilst achieving desired goals successfully



COURSE OBJECTIVES

At the end of the programme, participants would have gained:

- knowledge and awareness of the operational and strategic roles of Human Resource in an organisation;
- an understanding of the principles and practices of compensation management;
- an understanding of performance management, meaning and nature of organisational behavior;
- an understanding of and insight into the laws, systems and practices of Industrial Relations in Malaysia;
- Understanding of the Employment Act.

WHO SHOULD ATTEND

For Human Resource personnel who want to acquire an in-depth knowledge and applications of Human Resource management and Industrial Relations in an organisation.

COURSE STRUCTURE

| | |
|------------------------|-------------|
| Number of Contact Days | : 15 days |
| Number of modules | : Three (3) |
| Lecture Days | : Sat & Sun |
| Contact Hours | : 126 Hours |

ENTRY REQUIREMENTS

- Minimum MCE/SPM/SPVM education level.
- Minimum 1 year working experience.

Assessment:

| | |
|------------|--------|
| Assignment | : 25% |
| Test | : 15 % |
| Final Exam | : 60% |

ADMINISTRATIVE DETAILS

| | |
|--------|---|
| Date: | |
| Time: | 9.00 a.m – 5.30/5.00 p.m |
| Venue: | FMM Institute 2 nd Floor, Wisma FMM No.3, Persiaran Dagang, PJU 9 Bandar Seri Damansara, 52200 Kuala Lumpur |
| Fees: | Member RM 2,950.00 per pax Non-Member RM 3,250.00 per pax <i>(Fees do not include meals)</i> |

Completed registration form, faxed, mailed or e-mailed to FMM Institute would be deemed as confirmed. There will be no refund or cancellation within 0-5 days prior to the programme, 50 % refund for cancellation between 6-9 days and full refund for cancellation 10 days prior to the programme. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to cancel or re-schedule the above programme and all efforts will be taken to inform participants of the changes.



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COURSE CONTENTS

Module 1: Human Resource Management (HRM)

- *Definition and Role of Human Resource Management*
- *Manpower Planning, Recruitment and Selection*
- *The Meaning of Job Analysis, Job Design & Job Descriptions & Its Use in Organisations/ Human Resource Information Systems*
- *Compensation and Benefits*
- *Employee Remuneration and Benefits; the Wages and Salary Systems in Malaysia.*
- *Training and Development.*
- *Trends in Human Resource Management.*

Module 3: Industrial Relations Practices in Malaysia (IRP)

- *Evolution of Trade Unions*
- *Industrial Relations Act 1967*
- *Collective Bargaining*
- *Employee Misconduct and Disciplinary Action*
- *Domestic Inquiry Procedures*
- *Trade Dispute and Industrial Action*
- *Industrial Court*

Module 2: Malaysian Employment Law (MEL)

- *Introduction to Malaysian Employment Law*
- *Essential Aspect of The Employment Act 1955 (Incorporating 1998 Amendments)*
- *The Essential Aspects of the Children and Young Persons (Employment) Act 1966.*
- *The Essentials Aspects of the Employees Provident Fund Act 1991.*
- *The Essential Aspects of the Employees' Social Security Act 1969.*
- *The Essential Aspects of the Workmen's Compensation Act 1952.*
- *Occupational Safety and Health Act 1994.*
- *Factories and Machinery Act 1967.*



REGISTRATION FORM

FMM EXECUTIVE CERTIFICATE IN HUMAN RESOURCE AND INDUSTRIAL RELATIONS

Saturday & Sunday, Date: _____, Venue : FMM Institute, Kuala Lumpur

(To be completed in BLOCK LETTERS)

A. PERSONAL PARTICULARS

Full Name (Mr/Ms) : _____ NRIC No. : _____

Designation : _____ Name of Company : _____

Permanent Address : _____

Correspondence Address : _____
(If different from permanent address)

Tel No. (H) : _____ (O) : _____ Fax No. : _____

E-mail Address : _____ H/P No: _____

Date of Birth : _____ Sex : _____ Age : _____ Nationality : _____ Race : _____

B. EDUCATIONAL BACKGROUND

| Name of School / Institution | Years Attended | | Highest Qualification Obtained |
|---|----------------|-------|--------------------------------|
| | From | To | |
| Secondary : _____ | _____ | _____ | _____ |
| College / University : _____ | _____ | _____ | _____ |
| Any Special Professional Course : _____ | _____ | _____ | _____ |

C. SPONSORSHIP

Company Sponsored Self Sponsored Please Tick (√)

D. SUBMITTED BY (To be filled if sponsored by company)

SBL Please Tick (√)

Name : _____ Designation : _____

Company Name: _____

Company Address : _____

Tel No. : _____ Fax No. : _____ E-mail Address : _____

FMM Membership No: _____ PSMB Code No : _____

E. DECLARATION

I hereby declare that the information provided is correct and complete.

Signature of Participant: _____ Date: _____

Payment Advice:
Enclosed cheque/bank draft No. _____ for RM _____ being payment for _____ participant(s) made in favour of "FMM Institute".

Please fax or mail the registration form to:

Hasnah / Anitha Tel : 03-62867200 Fax : 03-62776712/62761316
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