

MANAGING YOUR HUMAN CAPITAL EFFECTIVELY

for Accountants and the Financial Industry

23 & 24 January 2019 (Wednesday & Thursday), Pullman Kuala Lumpur Bangsar

Employees are an organisation's most important asset because they are a critical success factor that spearheads its success or failure. In order for organisations to meet company goals and objectives, especially in this new era of borderless trade, it is imperative for employees to be "turned on" and be highly motivated.

A vital ingredient in developing a successful company is the application and implementation of good and sound human resource practices. This programme will help you appreciate the legalities involved in people management, without encroaching into the rights of your employees.

OBJECTIVES

This programme seeks to help you to:

- Understand the comprehensive role played by human resource management
- Manage people and personality in your organisation
- Manage people and discipline within the ambit of relevant labour laws
- Recruit and retain talents according to your organisation's policy
- Evaluate and monitor the effects of various facets of human resource
- Train and develop your organisation's talents and provide a career developmental plan

WHO SHOULD ATTEND

- Accountants
- Finance Professionals
- Heads of Departments
- Human Resource Professionals

METHODOLOGY

Lectures with group presentation, role plays, and case studies.

PROGRAMME OUTLINE

Managing Human Capital-Headcount Works

- The various facets of Human Resource Management (HRM)
- Roles and responsibilities of the various functions of HRM
- Human Resource policies and procedures development
- Human Resource information systems
- Change management and communicating changes

Recruiting and Selecting Right

- The importance of job analysis
- Writing job description and job specification
- The steps in recruitment
- Interviewing and selection of candidates
- Interview techniques
- Induction/orientation

Managing People and Behavior

- Managing people and behavior
- Contributing disciplines to Organisational Behavior (OB)
- Personality profiling
- Management roles vs skills
- Challenges of people management and the new generation

KPI and Performance Management Link

- Performance Management and KPI
- Purpose of performance appraisal
- Components of an effective appraisal system
- Conducting an effective appraisal
- Developing a Performance Improvement Plan
- Coaching and feedback

Learning, Development and ROI

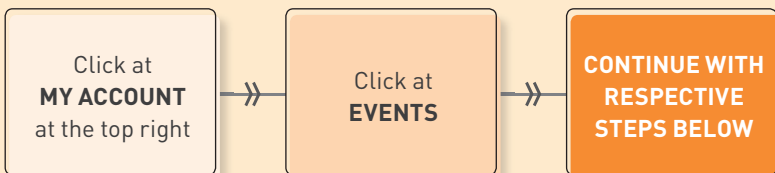
- Understanding the training cycle
- Importance of training
- Conducting a Training Needs Analysis (TNA)
- Design and deliver training
- Evaluation of training

Essential Labour and Industrial Relations

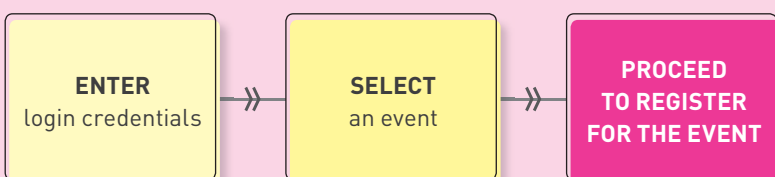
- Contracts of Service vs Contract for Services
- Termination and breach of contract
- Law of dismissal
- The grievance and disciplinary procedure
- Domestic inquiry procedures
- Punishment in disciplinary cases



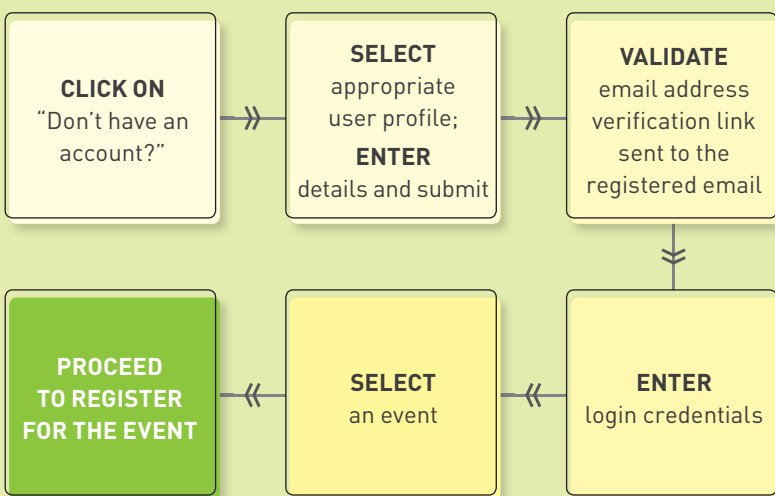
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VISIT MIA WEBSITE AT
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NEW USER



For any assistance, please call (8.45am-5.30pm, Monday-Friday):

MIA Help Desk @ 603-2722 9000

PROGRAMME FEES

DR BALAN DASS

Dr Balan Dass is a professional Life member of Malaysian Institute of Human Resource Management (MIHRM) and was its National Deputy President; and academic/certification director for OUM-IPD-MIHRM Diploma collaboration, and served as National Vice-President and academic chairman. He had transformed the academic unit by introducing programmes at various levels related to the enhancement of human resource management, and initiated collaboration programmes with GLCs, universities and the private sector. He is a member of Malaysian Institute of Management, and Technology Association of Malaysia where he was academic education and training chairman. He also authored the book 'Adult & Continuing Professional Education Practices'.

Dr Balan holds a Ph.D in Extension Education (majoring in Adult and Continuing Education) from University Putra Malaysia; Master in Education (majoring in Training and Development) from University of Sheffield, UK; Post-Graduate Diploma in Human Resource Management from University of Humber, UK; Graduate Diploma in Training and Development from Chartered Institute of Personnel and Development, UK; and C-IV certificate in Training and Workplace Assessment from Australian National Training Authority. He is certified by Dr Scott Parry of Training House USA, as a "Catalytic Instructor." He is an accredited trainer for TEAM Management Systems, UK; The Open College, UK; The Expert Manager, UK; DTS International; DISC Inventory, Australia; Tee Side Tertiary College, UK; in Supervisory Management. He is certified to conduct the Pin Plan Programme from Germany; certified to run 'PSMB-Train-the-Trainer' programme in Malaysia; and is a certified change management practitioner by PROSCI USA. He holds the professional Train-the-Trainer certification from Malaysian Institute of Management and HRDF, and certification in Training Evaluation (CITE) from HRDF.

PROGRAMME FEES

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|----------------------|----------|
| Member / Member Firm | RM 1,150 |
| Non-member | RM 1,350 |

PROGRAMME DETAILS & REGISTRATION

23 & 24 January 2019 (Wednesday & Thursday),
Pullman Kuala Lumpur Bangsar

Contact : Fara
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Avenue 3, Bangsar South City
No. 8, Jalan Kerinchi
59200 Kuala Lumpur

TERMS & CONDITIONS

PROGRAMME FEE

- Fee is payable to **MALAYSIAN INSTITUTE OF ACCOUNTANTS**
- Fee includes course materials, lunch and 2 tea breaks per day.
- For **Corporate**: Full payment shall be made within thirty (30) days from the date of the Proforma Invoice or on the day of the programme, whichever earlier.
- For **Individual**: Full payment upon completion of registration. Otherwise, registration will be deemed unsuccessful.
- Admittance may be denied upon failure to make full payment as per the above requirement.

CANCELLATION

Upon registering, participant(s) are considered successfully enrolled in the programme. Should participant(s) decide to cancel their enrolment, a cancellation policy shall be applied as follows.

- Written cancellation received less than seven (7) days from the date of the programme:
 - A refund (less administrative charge of 20%) will be made
 - Unpaid registrations will also be liable for 20% administrative charges
- Written cancellation/no show on the day of the programme:
 - No refund will be entertained
 - Unpaid registrations will also be liable for full payment of the registration fee
 - Partial cancellation is not allowed

VERIFICATION OF ATTENDANCE

- All participants are required to present photo identification (NRIC, driving license or company's ID card) at the point of registration prior to signing the registration list when attending MIA CPE training programme. Admittance may be denied upon failure to present photo identification.

CERTIFICATE OF ATTENDANCE AND CPE HOURS

- Upon full attendance of the programme, participants will be issued an "E-certificate".
- For MIA members, the CPE hours will be credited into the Membership System within 2 weeks of the programme.
- Participants will only be entitled to the CPE credit hours upon attending the entire duration of the programme. **CPE credit hours will not be accorded for partial attendance.**

DATA PROTECTION

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709).

DISCLAIMER

Malaysian Institute of Accountants (MIA) reserves the right to change the speaker(s), date(s) and to cancel the programme should circumstances beyond its control arise. MIA shall not be responsible for any costs, damages or losses incurred by the participant due to the changes and/or cancellation. MIA also reserves the right to make alternative arrangements without prior notice should it be necessary to do so.