

Human Resource: A Career Pathway

- Are you new to HR practices and unsure where to begin?
- Do you want to understand how an HR department operates and supports the organisation?
- Would you like to gain essential HR knowledge that strengthens both your career and your company?

Introduction

Human Resource Management is one of the most dynamic and impactful areas in the business world today. As organisations increasingly recognise the value of their people, HR has become central to driving engagement, performance, and growth. Many successful HR professionals have built strong careers without formal HR degrees, showing that passion, skills, and exposure are equally important. For professionals seeking to advance, understanding HR operations is often a vital step—many corporations even require cross-departmental exposure as part of leadership development. This program introduces participants to the fundamentals of HR practices, from recruitment and job design to employee relations and workforce development. By mastering these concepts, you will not only understand how the HR department functions but also gain the confidence to contribute effectively to organisational success.

Program Objectives

This program aims to:

- Provide broad coverage of the field of human resource management in strategic function in a practical, realistic manner, yet maintains its balance of pragmatism and theoretical concepts.
- Enable participants to understand the interrelationship of human resource management functions and the role of HR in planning and operating organisations in apparent.

Learning Outcomes

After completing this training, participants should be able to:

- Understand the operation of HR personnel.
- Perform efficiently and independently in the HR department.

Who should attend?

HP0012 Human Resource: A Career Pathway

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Non-managerial, First-line management, and anyone who is venturing into the Human Resource and Human Talent Department.

Methodology

Case studies, forum discussion, role-play, presentations, gamification

Program Outline

Time	Day One
9.00am– 10.30am	<p>Introduction of Human Resource Department</p> <p>The participants would learn the function of the human resources department. The participants would look at how the HR department plays a role as the employee well-being in any business, no matter how small. HR responsibilities include payroll, benefits, hiring, firing, and keeping up to date with state and tax laws.</p>
10.30am-11.00am	<p>Break and Networking</p>
11.00am-1.00pm	<p>Understanding the essential concept in the HR department</p> <p>The participants would learn how to conduct a job analysis, job description and job specification. The participants would have the hands-on practical skills to write job description and job specification in this module.</p>
1.00pm-2.00pm	<p>Lunch Break and Networking</p>
2.00pm-3.30pm	<p>Staffing: Getting the Candidates</p> <p>In this module, the participants would learn how to conduct a position needs analysis. From the position analysis, the participants would learn different platforms to get candidates. The most important skills that the participants would pick up is to set criteria for the selection of participants. At the same time, the participants would learn how to review a candidate CV.</p>
3.30pm-4.00pm	

	Break and Networking
4.00pm-5.00pm	Staffing: Interview and Evaluation In this module, the participants would learn the method of how to conduct an interview. The participants would learn basic skills, how to conduct face to face interviews and telephone interview.

Time	Day Two
9.00am– 10.30am	<p>Training and Development</p> <p>Training and development are one of the core roles of the human resource department. In this module, the participants would learn how to conduct training needs analysis (TNA) and how to manage training programs and how to conduct course evaluation.</p>
10.30am-11.00am	<p>Break and Networking</p>
11.00am-1.00pm	<p>Performance Review and Appraisal</p> <p>Performance management is an ongoing, continuous process of communicating and clarifying job responsibilities, priorities and performance expectations to ensure mutual understanding between supervisor and employee. The participants would learn how to conduct the performance review and appraisal in this module.</p>
1.00pm-2.00pm	<p>Lunch Break and Networking</p>
2.00pm-3.30pm	<p>Compensation and Benefits</p> <p>The participants would learn how to conduct a compensation analysis. Designing and administering a compensation system that rewards employees fairly while stimulating them to provide goods and services that satisfy customer demands and permitting the organisation to operate profitably is essential in retaining and engaging employees.</p>
3.30pm-4.00pm	<p>Break and Networking</p>
4.00pm-5.00pm	<p>Coaching and Mentoring For Performance</p> <p>In the last module, the participants would learn the basic skills, how to perform coaching and mentoring to assist them to be better HR personnel.</p>