



HUMAN RESOURCE DEVELOPMENT SERIES

In today's management systems, the Human Capital Management is no longer left to be the sole responsibility within the holders of the Human Resource Department. Today, it is crucial that all Management staff be conversant and equipped with sufficient knowledge of the labor laws within Malaysia. Managers need to have knowledge on the legal implications of the different types of terminations and issues, its repercussions and how to deal with it in a fair and judicious manner to avoid and form of litigation. In addition to the theoretical know-how's, a manager also needs to develop his or her interpersonal skills, diplomacy and tact when dealing with the employees within their department.

BENEFITS

TO THE ORGANIZATION

- Continuous improvement of employees.
- Achievement of better levels of competitiveness.
- Recognition as an organization, which holds to the idea of continuous improvement and competencies as its values.
- Higher levels of employee retention.
- Higher levels of employee morale.
- Positive work culture.
- Overall enhanced productivity.

TO THE INDIVIDUAL

- Enhanced self-confidence and self-empowerment.
- Positive interactions by building rapport, trust and credibility.
- Increased success and reduced stress on the job.

MODULES IN THE SERIES

HR FOR NON-HR MANAGERS

- The types of Employment Contracts.
- The implied rights of an employer and employee.
- Industrial Relations Act 1967.
- Employment Act 1955.
- Scope and Statutory Requirements.
- Statutory benefits.
- Misconducts and how to deal with them.

APPRAISAL & ASSESSMENT PROCESS

- The human element in organizational success.
- How to measure, monitor & manage.
- Staff development elemental.
- Competency models.
- Appraisal Process.
- Types of Appraisal Methods.
- Assessment vs. Appraisal.
- Assessment Essentials.
- Pitfalls during performance appraisal.
- Staff development elemental.
- Needs Assessment.
- Whole-Person Development.

SELECTION STRATEGIES & TECHNIQUES

- Interviews – A Tool.
- Situation appraisal – Assessing our interviewers.
- Developing the criteria for hiring.
- Planning the interview.
- Steps in conducting the organizational needs analysis model.
- Converting job specification to person specification.
- Conducting the Interview.

PERFORMANCE MANAGEMENT & REWARD SYSTEM

- Human capital overview.
- Performance management processes.
- Reward system processes.
- Linking strategy to individual development.
- Strategic performance management.
- Human performance management.
- Four quadrant human performance management.


TALENT MANAGEMENT & SUCCESSION PLANNING


- Talent management processes.
- Principles of talent identification.
- Linking talents to HBDI™.
- Characteristics and types of talent.
- Matching talents with competencies.
- Succession planning processes.
- Talent development and deployment.
- Linking succession planning to HR plans.


TRAINING NEEDS ANALYSIS


- TNA processes and methodology.
- Determine objective, scope and required resources.
- Importance of analyzing past performance appraisal.
- Identifying competency gaps.
- Linking TNA to succession planning.


METHODOLOGY


 Highly interactive lectures

 Open discussions

 Group discussions

 Role-plays

 Course manual

 Activity handbook

TESTIMONIALS

"It was marvelous that Bolton Berhad Group of Companies appointed your establishment ... Our staff enjoyed the training provided by you ... One of the most important aspects that you have assisted was to merge the different industries within our group into a common course program without compromising the objectives where it benefited our staff ...".

Tomy Goh, Group Head of Human Resources, Bolton Berhad.

"Amongst some of the feedback obtained was that your presentation was lively, well done and ... They also found you to be natural, funny, down to earth and stimulating".

Jullana Affandi Tan, Conference Development Manager, The Asia Business Forum.

"The trainer was very clear in presenting the training, and made the entire presentation very entertaining ... It was simple but effective way to understand the A-Z of ... Overall, this training has really shown me that, ... nothing is impossible. I have really benefited from it".

Angeline Yap, Callbiz (M) Sdn Bhd

"The trainer is very professional and is a sharp observer, with a helpful and positive attitude. This workshop really helped me realize certain things and therefore start improving myself."

Kenny Chong, Schneider Electric Industries (M) Sdn Bhd

"The EI Seminar has helped me and my team understands and perform better. We shared the learning's with the rest of the organization as well. As you had rightly mentioned EI is a journey and we are glad that we took the first step attending the seminar".

Shirley Priyadarsini, Sr. Manager HR, Newbreak India Pvt Ltd

"It was an incredible experience to be at the seminar with you. You are such a special person and bring the subject alive with such ease and eloquence. It was wonderful to interact with you and I will be honoured to be added to the Emotional Intelligence Travellers List and the EI Forum. Thank you so much for sharing and helping others in enhancing their potential".

Dr. Pratima Rajan MD, MPH Consultant & Head, Department of Preventive Cardiology & Cardiac Rehabilitation, Jaslok Hospital & Research Center

"It was a pleasure attending your seminar. You did a splendid job. Looking forward to get associated with you over the Forum and get connected with likeminded friends".

P.G.V. Babu, Manager, Newwoodlands Hotel, Chennai

CERTIFICATION & PERSONAL ACHIEVEMENTS

CERTIFICATION

- HBDI™ and YAPDI™ Certified Practitioner
- Certified HRDF Trainer
- HRDF SBL Scheme



Jerome Pierre BONNIFAY
(CEO & Senior Consultant)

PERSONAL ACHIEVEMENTS

Jerome founded SBIC Sdn Bhd in 1993, as a Global Human Capital Consulting & Professional Training Organization based in Kuala Lumpur as a hub for his global operation, with offices in Barcelona, Delhi and Doha. Jerome holds a BA in Law & Economics and is currently pursuing his PhD in Psychology – specializing in EQ and Whole Brain Thinking.

A passionate and powerful facilitator, Jerome Pierre Bonnifay's unorthodox training techniques, gives him the edge to teach complex subjects to everyone across all levels. He brings to an individual level of understanding and practice a technique up to now reserved to an elite. He has built and implemented assessment centers, appraisal systems and training needs analysis's processes.

Jerome has been actively conducting talks, workshops, and training for The Asia Business Forum as Speaker, Chairperson and Course Leader since 2003. Phrased as the "Global Authority of Emotional Intelligence" by India Times during his EI seminar in India, Jerome continues to enlighten thousand around the world on the subject that had come in vogue some 20 years ago. He received high accolades for his September 2008 India Times Strategy Summit on EI that was held in India's 4 major cities.

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READY TO REACH NEW LEVELS OF SUCCESS?

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