[Online] Effective Human Resource Admin Skills - Basics : **Outline and Schedule**

Overview
The Essential Human Resource Skills Workshop is an interactive and comprehensive course enabling participants to develop skills and knowledge required to handle daily human resource practices and enhance the overall effectiveness of the company.
The intensive workshop covers 2 modules, which are Employment Days and Human Resource Administrative Matters. Sample forms and emails will be provided to encourage immediate implementation.

Target Audience: This workshop is suitable for HR administrators, Administration Executives, Personal Assistants who are managing HR functions.

Learning Objectives:
At the end of the program, participants should be able to:

- Have an understanding of the scope and function of key HR processes and procedures.
- Develop their administrative skills to be a more efficient HR personnel
- Apply what they have learnt

Methodology
Brief lectures, pre-test and post-test, group and individual activity, role-play, discussions and video presentations.

Copyright © Cad Design Centre

Workshop Schedule

Schedule				Details
DAY 1	9.00am	-	10.30am	Ice-breaking Session Pre-Test Section 1: Employment Days • Module 1 - Organising an Onboarding Program for the New Recruits ➢ The First Day at Work ➢ Conducting Staff Orientation
	10.45am	-	1.00pm	• Module 2 - Managing the Probationer ➢ System for Managing the Probationer ➢ Making a Decision on Status of Probationer ➢ Confirmation
	1.00pm	**-**	**2.00pm**	*Lunch Break*
	2.00pm	-	3.30pm	• Module 3 - Performance Management Process ➢ Developing an appraisal form ➢ Pre-performance review communication ➢ Reviewing Performance
	3.45pm	-	5.00pm	• Module 4- Training Administration ➢ Establishing a Training Policy ➢ Administration of HRDF ➢ Identifying a training needs and developing a Training Plan

Copyright © Cad Design Centre

DAY 2	9.00am	-	10.30am	• Module 5 .Employee Departure ➢ Exit Interview ➢ Inform SOCSO and EPF ➢ Clearance Procedure
	10.45am	-	1.00pm	Section 2: HR Administrative Matters • Module 6 : Employees Welfare ➢ Dealing with Contractors Food and refreshments ➢ Social Activities
	1.00pm	**-**	**2.00pm**	*Lunch Break*
	2.00pm	-	3.30pm	• Module 7 : Internal Communications ➢ Writing basic business letters and emails ➢ Telephone etiquette ➢ Company notifications
	3.45pm	-	5.00pm	• De-briefing of Workshop ➢ Post-Test & Evaluation ➢ Certificate Presentation

Copyright © Cad Design Centre