Effective Human Resource Admin Skills: Basics Training

Learning Objectives:

Students will 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.*

2-Day Class

Normal Price :RM1950

PROMO PRICE

Physical: RM1570

Online: RM1470

per pax

**All prices are subject to 8% SST*



TARGET AUDIENCE:

- Suitable for HR Administrators, Administration Executives, Personal Assistants who are managing HR functions.

CONTENT:

- Organising and Onboarding Program for the New Recruits
- Managing the Probationer
- Performance Management Process
- Training Administration
- Employee Departure
- Employees Welfare
- Internal Communications

HRD CORP CLAIMABLE

CERTIFICATE PROVIDED

Medium : Online / Classroom
Time : 9.00 am - 5.00 pm
Schedule : www.cadtraining.com.my/schedule/

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TRUSTED BY

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