HUMAN RESOURCE PLANNING AND MANAGEMENT TRAINING

Course Title: Human Resource Planning and Management Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with practical knowledge and tools to plan, manage and develop human resources effectively to meet organisational goals. It covers workforce planning, recruitment strategies, performance management, employee development and HR compliance essentials. Through discussions, case studies and workplace-focused exercises, participants will learn how to align HR practices with business needs, enhance workforce capability and support organisational growth.

OBJECTIVE(S):

- Understand the role and functions of human resource planning.

- Analyse workforce needs and align HR strategies with organisational goals.

- Apply effective recruitment and selection techniques.

- Strengthen performance management and appraisal practices.

- Develop strategies for employee development and retention.

- Understand HR policies, compliance requirements and documentation.

- Improve communication and HR decision-making.

- Support organisational effectiveness through proper HR management.

TARGET GROUP(S):

- HR executives and HR assistants
- HR managers and people managers
- Supervisors and team leaders
- Admin staff involved in HR functions
- Anyone responsible for workforce planning and employee management

ENTRY REQUIREMENT(S):

- Able to read, write and communicate verbally in Malay/English

TOPIC(S):

1. Introduction to Human Resource Planning
2. Workforce Analysis and Forecasting Techniques
3. Recruitment and Selection Strategies
4. Performance Management and Appraisal Systems
5. Employee Training, Development and Competency Building
6. HR Policies, Compliance and Documentation
7. Employee Relations, Motivation and Retention
8. HR Planning Implementation and Continuous Improvement

LIST OF REFERENCE BOOK(S):

- Human resource planning and management references
- Workforce development and competency management guides
- HR compliance and organisational behaviour materials

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories
- Flip chart with accessories
- HR forms and planning templates

METHODOLOGY(S):

- Lecture
- Case studies
- Group discussions
- Practical exercises
- HR scenario analysis

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:15 am	Topic 1: Understanding HR Planning Concepts
10:15 am – 10:30 am	**Morning Tea Break**
10:30 am – 12:30 pm	Topic 2: Workforce Analysis and Forecasting
12:30 pm – 1:30 pm	**Lunch Break**
1:30 pm – 3:30 pm	Topic 3: Recruitment and Selection Strategies
3:30 pm – 3:45 pm	**Afternoon Tea Break**
3:45 pm – 5:00 pm	Topic 4: Performance Management and Appraisal

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:15 am	Topic 5: Employee Training and Competency Development
10:15 am – 10:30 am	**Morning Tea Break**
10:30 am – 12:30 pm	Topic 6: HR Policies, Compliance and Documentation
12:30 pm – 1:30 pm	**Lunch Break**
1:30 pm – 3:30 pm	Topic 7: Employee Relations, Motivation and Retention
3:30 pm – 3:45 pm	**Afternoon Tea Break**
3:45 pm – 5:00 pm	Topic 8: HR Planning Implementation & Improvement Workshop