



HR JUNIOR EXCLUSIVE - 2 DAYS

HR & PEOPLE MANAGEMENT

MasterClass



The HR & People Management Master Class for HR & Admin Junior Executives is a focused two-day programme designed to build strong HR fundamentals, practical people management skills, compliance awareness, and workplace professionalism, preparing junior executives to perform confidently, accurately, and strategically in today's organisations.

SIX KEY FOCUS AREAS OF THE SEMINAR

{In Eng & BM}



Core HR & People
Management fundamentals



Employment Act, compliance,
and HR best practice.



Recruitment, onboarding,
and employee lifecycle
management processes



Performance management, employee
engagement, & HR analytics for
better decision-making



Effective workplace
communication and
documentation



Professional ethics, discipline,
and HR operational efficiency

Date : 12-13 February 2026

Location : Kuala Lumpur | Kuantan | Penang | Kota Kinabalu

RM1850.00

2 Lunch + 4 C.Breaks
Cert of Attendance



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You will never begin unless you make the decision to learn, take ownership, and lead your work with purpose.

Why this course ?

Department Heads should attend this Budget Planning Seminar to gain practical skills in forecasting, cost control, and strategic allocation of resources, enabling better decision-making, stronger accountability, and improved departmental performance aligned with organisational goals.

Solutions

After attending this course, participants will be able to:

1. Develop realistic departmental budgets aligned with organisational targets and market conditions.
2. Control costs effectively through better resource planning and expenditure tracking.
3. Analyse budget variances and take corrective actions proactively.
4. Improve accountability and decision-making through structured financial reporting.

Course Leader



Ms Nirmala Nagalingam
Accredited Trainer - HRDCorp

Who Should Attend?

- All Dept Head - all industry
- Hotel Dept Heads / Managers
- Admin/Accounts Managers / Executives
- Finance Executives
- Purchasing Managers/Executives
- Business Owners - SME

Learning Outcome

Participants will gain the ability to plan and manage departmental budgets strategically, optimise resources, monitor financial performance, and make informed decisions that support organisational goals while strengthening leadership accountability.

Investment

RM1850.00 per person

(16 hours session + 2 Lunch + 4 Coffee Breaks + Cert of Attendance)

