


HRDC
CLAIMABLE
ISO 29993
CERTIFIED
 Learning Service Provider

 Trusted by Government, GLCs
 & Corporate Organisations

PEOPLE MANAGEMENT ESSENTIALS FOR NON-HR LEADERS



WHAT WILL YOU GAIN



People
Management
Fundamentals for
Non-HR Leaders



Knowledge of
Employment Laws
& HR Compliance



Effective
Performance
Management Skills



Better Hiring
& Talent Retention
Decisions



Stronger
Communication
& Employee
Relations

WHY THIS PROGRAMME MATTERS TODAY

People management is no longer the sole responsibility of the HR Department. As HR plays an increasingly strategic role within organisations, supervisors, executives, and managers are expected to share responsibility for managing and developing their teams.

This programme equips non-HR leaders with the essential knowledge and practical skills to manage performance, communication, workplace issues, and employment responsibilities with confidence.

WHO SHOULD ATTEND

Executives, supervisors, managers, and non-HR leaders responsible for managing people, performance, and workplace issues.

MEET OUR TRAINER

NUR AMIRAH



She is an experienced HR practitioner with over 34 years of experience in the public and private sectors. A certified HRDCorp trainer and former HR Manager, she specialises in employment law, industrial relations, performance management, and people management. Known for her practical and engaging training style, she combines real-world experience with interactive learning to deliver impactful workplace solutions.



PROGRAMME SNAPSHOT

3-4 November, 2026
Kuching
2 Days
8.30 am - 5.00 pm

**LIMITED TO
25-30 PARTICIPANTS
PER COHORT**
*To ensure interaction, practice
& trainer feedback*

Reserved Your Seat Today!



WHY TRAIN WITH MRS?

- HRDC Claimable & ISO Certified
- Corporate & Government Trusted
- Practical & Business-focused
- Industry-Expert Trainers

PROGRAMME OUTLINE

- 01 INTRODUCTION**
Provides an overview of Malaysia's labour framework and the principles that support fair and harmonious workplace practices.
- 02 MALAYSIAN LABOUR LAWS**
Introduces key employment laws in Malaysia and the role of legal bodies in regulating and resolving workplace matters.
- 03 EMPLOYMENT CONTRACT**
Explains the fundamentals of employment contracts, including key terms, types, and mutual responsibilities between employer and employee.
- 04 RECRUITMENT & SELECTION**
Focuses on effective hiring practices to attract, assess, and select the right talent using structured and fair methods.
- 05 MANAGING POOR PERFORMANCE**
Covers how to identify, address, and manage employee performance issues in a structured and compliant manner.
- 06 EFFECTIVE COMMUNICATION**
Highlights essential communication skills and techniques to improve clarity, understanding, and workplace interactions.
- 07 MISCONDUCT**
Explains how to identify and manage employee misconduct while ensuring fair and appropriate disciplinary action.
- 08 MANAGING EMPLOYEE DISPUTES**
Focuses on handling workplace conflicts effectively through proper communication, documentation, and HR collaboration.



PROGRAMME DETAILS



DATE

3-4 November, 2026



TIME

8.30 am - 5.00 pm



VENUE

Kuching

FEE PER PAX

Early Bird Rate (EBR)	Normal Rate (NR)
RM 1980	RM 2380

Early Bird Rate applies for registrations confirmed 30 days before the program date.

**An additional 8% SST will apply*

WHAT THIS FEE INCLUDES

- Full training program as stated
- Participant materials and learning resources
- Practical templates, tools, or checklists
- Certificate of completion
- 2 Tea Breaks & Lunch each day
- HRDCorp claimable documentation support
- Guided action planning for workplace application

HRDC CLAIMABLE COURSE



We are HRDCORP registered training provider.

This course is 100% claimable. Subject to employer eligibility and HRDCorp approval.



**LIMITED SEATS.
REGISTER NOW!**

< Scan QR code >

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