



Centre for
Management
Technology®
into our 25th year

A 2-day intensive course on

ACQUIRING & MANAGING HUMAN RESOURCES

*Key Strategies in Attracting,
Motivating & Retaining Talent*

27 - 28 August 2008 ■ Hilton Petaling Jaya

COURSE HIGHLIGHTS:

- Prerequisites
- The Context Of Managing Human Resources
- Human Resource Planning
- Attracting And Retaining Human Resources
- Motivating Human Resources
- Quality Of Work Life
- Group And Inter-Group Dynamics
- Culture, Leadership, Power And Politics
- The Value Of Human Resources

COURSE INTRODUCTION

Study the process of acquiring and managing human resources, focusing on the organizational behaviour, legal, economic, and technical issues concerned with business decisions about acquiring, motivating, and retaining employees; emphasis given to the development, implementation, and assessment of policies and practices consistent with legal, social, human and environmental dynamics.

COURSE BENEFITS

This course is designed around major issues to be addressed in understanding human behaviour in organizations and in making decisions about acquiring, motivating and retaining the best people.

This course content is based on the premise that basic human resource functions are best addressed through detailed knowledge of the principles of organizational behaviour taught within the context of critical human resource decisions. In addition, micro and labour economics and accounting issues must be integrated into the material as appropriate.

It is assumed that many elements of this course will be addressed through interactive activities, and that the value of human resources as sources of competitive advantage and as internal customers will be emphasized throughout.

International issues will be integrated throughout the course through examples, case studies and within the course content itself.

METHODOLOGY

A Combination Of Interactive Lectures And Visual Aids, Case Studies, Practical Exercises And Group Discussion.

Program topics, speakers and schedules published herein are confirmed as at printing time. Please refer to the event's timetable page at www.cmtevents.com for the most up-to-date information.

Day 1 - Wednesday, 27th August 2008

■ PREREQUISITES

- Business Foundations
- Data Analysis And Interpretation
- Micro-Economics
- Legal Environment Of Business
- Role Of Human Resources In Organizations

■ THE CONTEXT OF MANAGING HUMAN RESOURCES

- Individual Differences
- Perception
- Employment Law
- Labour Relations
- Economics Of Discrimination, Markets And Wages

■ HUMAN RESOURCE PLANNING

- Strategic Labour Choices
- Forecasting The Demand For Labour
- Internal Labour Supply
- External Labour Supply

■ ATTRACTING AND RETAINING HUMAN RESOURCES

- Recruiting Strategies
- Internal Recruitment
- External Recruitment
- Applicant Versus Organizational Perspective On Recruitment
- Selection Tools
- Making Selection Decisions
- Impact Of Strategic Focus On The Importance Of Training
- Approaches To Training
- Assessing Training Effectiveness
- Discipline And Termination

■ MOTIVATING HUMAN RESOURCES

- Role Of Performance Appraisal
- Criteria Of Good Appraisal Systems
- Methods Of Performance Appraisal
- Appraisal Effects
- Intrinsic Rewards
- Major Motivation Approaches
- Job Design For Intrinsic Motivation

- Matching Individual And Job Characteristics
- Compensation-Related Laws
- Base Pay, Incentive Pay And Benefits And Services

Day 2 - Thursday, 28th August 2008

■ QUALITY OF WORK LIFE

- Health And Safety Regulations
- Stress, Health, Financial Performance
- Managing Health And Safety Issues Proactively

■ GROUP AND INTER-GROUP DYNAMICS

- Group Dynamics
- Intra- And Inter-Group Conflict
- Conflict Resolution

■ CULTURE, LEADERSHIP, POWER AND POLITICS

- Global And Local Cultures And Their Effective Management
- Individual And Organizational Ethics
- Supervision And Top Management Leadership
- Bases Of Power

■ THE VALUE OF HUMAN RESOURCES

- Measuring The Value Of Human Resources
- Human Resource Assets That Are Included In The Financial Statement
- Human Resource Assets That Are Excluded From The Accounting Financial Statements

WHO SHOULD ATTEND

- Top Management • Senior Managers
- Heads of Departments • HR Managers
 - Training Managers
 - Compensation & Benefit Managers
 - Recruiting Managers
- Production & Line Managers • Group Secretaries

LEARNING OBJECTIVES

- Recognizing The Role Of Individual Differences
- Identifying Perception Dynamics
- Identifying The Major Legal Constraints On Managing Human Resources
- Recognizing The Economic Implications Of Discrimination And Unions For The Individual, Organization And Society
- Identifying The Impact Of Market Forces On Wages And Labour Conditions
- Listing The Major Economic Measures Of Wage Discrimination
- Identifying The Economic Issues In The Demand For Labour And Optimal Capital/Labour Choices
- Identifying The Economic Determinants Of Supply
- Describing The Impact Of Organizational Strategies On The Approach To HRM
- Listing The Issues Involved In Strategic Human Resource Planning
- Compare Human Resource Planning For "High Performance" Versus More Control-Oriented Environment
- Identifying The Major Strategies And Techniques For Developing Human Resource Estimates
- Identifying The Factors That Attract Individuals To Organizations
- Comparing The Advantages And Disadvantages Of Internal Versus External Recruitment
- Constructing The Trade-Offs Between Wage Premiums And Other Incentives In Attracting Human Capital
- Identifying The Value Of Realistic Recruiting And The Circumstances In Which It Is Particularly Desirable
- Identifying The Psychometric Dimensions Of The Measurement Of Human Attributes
- Comparing The Relative Merits Of Major Selection Approaches
- Constructing The Trade-Offs Between Purchasing Human Capital Or Training
- Identifying The Major Approaches To Training
- Recognizing The Dimensions Germane To Evaluating Training Effectively
- Identifying The Steps And Merits Of Progressive Discipline
- Identifying When Employees Are Prone To Show Functional Behaviour Versus Dysfunctional Behaviour
- Differentiating The Trade-Offs Among Different And Conflicting Uses Of Performance Appraisal
- Differentiating The Different Approaches To Performance Appraisal
- Contrasting Intrinsic And Extrinsic Motivation
- Identifying The Approaches To Enhance Intrinsic Motivation
- Understanding The Importance Of Job Design
- Constructing The Different Extrinsic Rewards
- Setting Up A Wage Structure
- Differentiating The Different Kinds Of Incentive Systems
- Listing The Major Provisions Of OSHA
- Identifying The Major Job Factors That Are Likely To Be Stressful For Employees
- Identifying The Implications Of Hazardous And Stressful Work For Employee Health And Financial Performance
- Listing Of Alternative Work Arrangements
- Listing The Different Types Of Groups And Their Uses
- Identifying The Importance Of Group Norms And Group Cohesiveness
- Applying The Factors Involved In Group Decision
- Identifying The "Group Think" Phenomenon And Ways To Avoid It
- Recognizing Inter-Group Conflict
- Constructing How Global And Local Cultural Differences Affect Organizational Dynamics
- Identifying The Role Of Top Management In Shaping Organizational Culture
- Identifying The Importance Of Ethical Behaviour
- Identifying The Qualities Of Good Leadership/HRM
- Identifying The Bases Of Individual Power
- Comparing The Relative Value Of Human Resources Compared To Organizational Assets
- Listing Two Methods Of Valuating Human Resources

REGISTRATION

Name	_____
Position	_____
Email	_____
Name	_____
Position	_____
Email	_____
Tel	_____
Fax	_____

Company	_____
Address	_____
City/Postcode	Country
Approving Manager's Name	_____
Position	_____
E-mail	_____

Fees: The full Registration Fee includes cost of all sessions, luncheon, coffee/tea & documentation.

	1 Person	Group fee for 3 or more* (from the same company)
Regular Fee	RM1,795	RM1,595 (MIN SAVINGS OF RM600)

* Terms and conditions apply.

Cancellations, Refunds & Transfers: A full refund will be promptly made for all written cancellations 3 weeks before the meeting. Thereafter, cancellations are not refundable. A substitute may be made at any time.

Cheques : Crossed & payable to
"Centre for Management Technology Sdn Bhd"

Photocopy Registration Form to Preserve Brochure Copy. August 2008

TELEGRAPHIC TRANSFER

Account Name: **Centre for Management Technology Sdn Bhd**
 A/C No: **3 - 0903390 - 12**
 Bank: Public Bank Berhad
 Branch: Grd Floor, Menara Public Bank Jalan Ampang
 Swift Code: PBBEMYKL
TT must include additional RM10 for Beneficiary's Bank charges. Delegates must bear all bank charges and local taxes (if applicable). Fees must be NETT of ALL charges.

CMT into our 25th year is a global conference organizer HQ in Singapore. CMT's dedicated team works closely with market leaders to analyze the latest industry trends and provide information supporting your decision making. Our annual 60 events encircle the globe from Asia Pacific to the Middle East to New Europe/Russia and Latin America.

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TO REGISTER

Online: www.cmtevents.com
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 Fax: (603) 2162 6393
 Tel: (603) 2162 7322
 Post to: Lot 7.03, 7th Floor, North Block, The Ampwalk,
 218 Jalan Ampang, 50450 Kuala Lumpur

CERTIFICATE OF COMPLETION

A Certificate of Completion will be awarded upon successful completion of each course. This serves as evidence of your personal and professional commitment to your career.

COURSE TIMING

Registration: 8.30 am, Course Begins: 9.00 am,
 Morning Coffee: 10.30 am, Lunch: 1.00 pm to 2.00 pm,
 Tea Break: 3:30 pm, Course Ends: 5.00 pm

Register online ~ www.cmtevents.com

COURSE LEADER

MR. LOO CHU HUAT, received his academic training from the University of Wales, and the well-known Manchester Business School, UK. He also possesses a Diploma in Management and a Diploma in Banking & Finance.

Mr. Loo has had a long career in Human Resource Management. He was the Human Resources Manager of two Multinational Companies where he was involved in the whole spectrum of HR, including Policy Design and Implementation, Recruitment and Selection, Performance Management, Training and Development, Compensation and Benefits Management and Employee/Industrial Relations.

He is a Certified Assessment Assessor, Accredited Trainer from the USA & Competent Toastmaster.

At present, he is the **Principal Consultant of a Human Resource Consulting Company. His clients range from Representative Offices, Small and Medium Industries to Multinational Companies.**

He is actively involved in conducting training courses such as Recruitment and Selection Interviewing, Developing HR Policies, Train the Trainer Certificati on Course, Supervisory Development, Developing Compensation and Benefits Policy, Performance Management for various companies.

Mr. Loo combines a wide range of practical and hands-on training experience in lively and challenging interactive training sessions.