



MALAYSIAN INSTITUTE OF HUMAN RESOURCE MANAGEMENT

MIHRM is a member of the World Federation of People Management & Malaysia's HR Professional Body



PROFESSIONAL DIPLOMA IN HUMAN RESOURCE MANAGEMENT

**Functional Qualification for Human Resource Manager.
Leading to be Certified Advanced Human Resource Professional**

The Professional Diploma in Human Resource Management program is designed to provide an advance level knowledge, for management of human resources in an organization . It offers good blend of theories, practices and case studies in the management of human resources to meet the growing demand for competent HR Professionals.

A Pre-Qualification for "CAHRP"
[Certified Advanced Human Resource Practitioner]



MIHRM is a Class A Training Provider (serial no. 3215)

ADMISSION REQUIREMENTS

1. A Professional Certificate in HR Management from MIHRM or any other professional institution OR 2. Possess a Degree / Diploma in any discipline from any recognized University, with at least a year of working experience at executive level in HR, or
2. Practicing human resource professionals/ practitioners with at least 3 years' experience at executive level and above.

COURSE DURATION

12 months (Part –Time)

Schedule:

Weekends [Once a week : 9.00 a.m -5.00p.m]
Saturdays or Sundays

COURSE ASSESSMENT

60 % Examinations, 40 % Assignments, Action Learning & Project Work

MODULES

Module 1	: Principles & Practice of Management	16 Hours
Module 2	: HR Metrics	24 Hours
Module 3	: Organizational Behaviour	24 Hours
Module 4	: Training & Development	24 Hours
Module 5	: HR Planning & Recruitment	24 Hours
Module 6	: Compensation & Benefits	24 Hours
Module 7	: Employee Relations	48 Hours
Module 8	: OSHA and Social Security	24 Hours

There will be assignments for all Modules
Module 1 to 4 and Module 5 to 8

Action Learning	
- Case Report	8 Hours
- Case Presentation	8 Hours

Project Paper
Participants must obtain a grade of at least a PASS in all modules to qualify for the full Diploma.

MEDIUM OF INSTRUCTION

This program is conducted in the English Language.

AWARD OF DIPLOMA

Participants must obtain a grade of at least a PASS in all modules to qualify for the full certificate. Upon successful completion of the program and submission of project paper, participants will be conferred the Professional Diploma in Human Resource Management

COURSE FEE

RM 8,775.00 per participant (Peninsular Malaysia)
RM 10,775.00 per participant (Sabah/Sarawak)

[Inclusive of lecture fees, course notes, examinations, MIHRM membership and kit]

NOTE:

Mode of payment: By cash / cheque / bank draft

- Payment by company sponsorship shall be in a lump sum via cheque or bank draft.
- Instalment plan is provided for self-sponsored participants.

Please liaise with the course coordinator for details.



Your Learning Centre :

ALLWAYSPEOPLE
Developing People In All Ways

Allways People Sdn Bhd

RL2.003 & 2.003A

2nd Floor

The 19 USJ City Mall

Persiaran Kewajipan

47630 Subang Jaya

Selangor

REGISTRATION PROCEDURE

1. Complete the Registration Form and submit to MIHRM with RM275.00 as Registration Fee. (Registration Form is available from our website)
2. Payment of Course Fee shall be made on or before commencement of the program .
3. Mode of Payment: Cheque, money order, bank draft; payable to "Malaysian Institute of Human Resource Management".
MAYBANK Account No: 514187656230 [For confirmation, please fax "Bank-in Slip" to MIHRM via fax no: 03-79554076]