



MALAYSIAN INSTITUTE OF HUMAN RESOURCE MANAGEMENT

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

CERTIFIED TRAINING & DEVELOPMENT MANAGER COURSE

Become a specialist in Training And Development



The program is designed to provide in - depth applied skills for professionals assigned to manage training and development functions and offers an extensive blend of theories and practices in this field. The program serves as an excellent forum for participants to obtain wider insight into the broad spectrum encompassing training and development.

*The project paper submitted by participants' as a requirement for this program will be submitted for the award of "CHRP" (Certified Human Resource Practitioner) or "CAHRP" (Certified Advanced Human Resource Practitioner) by MIHRM conditional upon the other requirements being met as stipulated in the Professional Certification document.



MIHRM is an Approved Training Provider under PSMB
& a member of the World Federation of People Management

ADMISSION REQUIREMENTS

Professional Diploma in HR Management from MIHRM or its equivalent, with working experience in the area of training and development.

OR

Possess a Degree in any discipline from recognized University, with at least a year of working experience at executive level in human resource.

OR

Practicing human resource professionals / practitioner at executive level and above for more than 3 years in the area of training or human resource development.

OR

Individual who are interested in acquiring in - depth knowledge of training or human resource development and who are considered suitable by the Program Director.

COURSE SCHEDULE

Duration: 6 months

Schedule: Alternate Sunday (9.00am – 5.00pm)

COURSE ASSESSMENT

Examination/ Assignment / Project Paper/ Action Learning - Presentation.

MEDIUM OF INSTRUCTION

The program would be conducted in English Language and proficiency in the language is essential.

THE FACULTY

The faculty will comprise of experts in the field of training and development, carefully selected on the basis of the ir experiences, knowledge and understanding of the subject.

Your Learning Centre :

ALLWAYS PEOPLE
Developing People to All Ways

Allways People Sdn Bhd

RL2.003 & 2.003A

2nd Floor

The 19 USJ City Mall

Persiaran Kewajipan

47630 Subang Jaya

Selangor

COURSE FEE

Course Fee:

RM 5,000.00 per participant (Peninsular Malaysia)

RM 6,000.00 per participant (Sabah/Sarawak)
[Inclusive of course notes and examinations]

Instalment plan is provided for self -sponsored participants. Please liaise with the course coordinator for details.

COURSE OUTLINE

The objective of the program is to equip participant with the right knowledge & skill. It will enhance creativity and innovation in managing training and development function.

COURSE STRUCTURE

Unit	Scope of Coverage	Duration
1.	STRATEGIC HUMAN CAPITAL DEVELOPMENT	3 Sessions
2.	MANAGING LEARNING AND DEVELOPMENT FUNCTION	5 Sessions
3.	DIAGNOSIS OF LEARNING AND DEVELOPMENT NEEDS	5 Sessions
4.	LEARNING DESIGN AND DEVELOPMENT	6 Sessions
5.	DELIVERING SKILLS FACILITATION	6 Sessions
6.	DEMONSTRATING LEARNING EFFECTIVENESS AND MEASURING ROI	6 Sessions
7.	ACTION LEARNING	3 Weeks
8.	PROJECT PAPER	3 Months

AWARD OF CERTIFICATION

Upon successful completion of this program participants will be accorded recognition as “Training and Development Manager” by the Malaysian Institute of Human Resource Management (MIHRM)

REGISTRATION & ENQUIRY

- 1 . Complete the Registration Form and submit to MIHRM with RM500 .00 as Registration Fee .
- 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 ” or Cash/ Direct Bank in to MIHRM Bank Account: MAYBANK Account No: 514187656230
[Please fax “Bank-in Slip” to MIHRM via fax no: 03-79554076] Registration Form is available at our website