



In Collaboration with
TalentCorp
MALAYSIA

MALAYSIAN INSTITUTE OF HUMAN RESOURCE MANAGEMENT

HR CERTIFICATION
PROGRAMMES

CERTIFIED HUMAN
RESOURCE OFFICER

CERTIFIED HUMAN
RESOURCE MANAGER



Malaysian Institute of Human Resource Management is a member of the World Federation of People Management and Asia Pacific Federation of Human Resource Management.

CERTIFIED HUMAN RESOURCE OFFICER

This Professional course provides comprehensive training in Human Resource Management. This course equips the participants with appropriate knowledge, skills and techniques to perform Human Resource functions and responsibilities in an organisation. The course has been endorsed by MIHRM National HR Leaders of Malaysia and past graduates have attained progressive careers in the industry.

ADMISSION REQUIREMENT

Working experience in any field, with a desire to be a HR Professional

COURSE DURATION

14 days/ 7 weekends (2 months)

METHOD OF STUDY

Option 1: Classroom lectures, with Assessment tests at the end of every module

Option 2: Distance Learning, where participants are only required to be present at the classroom for Modules 1 and 6. Modules 2 to 5 may be completed online. Assessments will be assignment based

MEDIUM OF INSTRUCTION

English Language

AWARD OF CERTIFICATION

Upon successful completion of the programme, participants will be conferred dual certification:

1. Professional Certificate in Human Resource Management
2. CERTIFIED HUMAN RESOURCE OFFICER

COURSE STRUCTURE

MODULE 1

Week 1 (2 days)

Principles of Management & Organisational Behaviour

MODULE 2

Week 2 (2 Days)

Employment

MODULE 3

Week 3 (2 Days)

Training & Development

MODULE 4

Week 4 (2 Days)

Compensation & Benefits

MODULE 5

Week 5 - 6 (4 Days)

Employee Relations

MODULE 6

Week 7 (2 days)

OSHA & SOCSO

**Classes are on Saturdays and Sundays each week*

COURSE FEE

Region	Course Fee	TalentCorp (50%)	*Participant (50%)
West Malaysia	RM3,775	RM1,887.50	RM1,887.50
East Malaysia	RM5,775	RM2,887.50	RM2,887.50

**Participant fee is HRDF Claimable*

MIHRM DISTANCE LEARNING

- Distance learning commences simultaneously as the **Certified Human Resource Officer Programme**
- All assessments for distance learning will be given a due date coinciding with the CHRO class sessions

CERTIFIED HUMAN RESOURCE MANAGER

This professional programme is designed to provide an advance level knowledge, for management of human resources in an organisation. It offers a good blend of theories, practices and case studies in the management of human resources to meet the growing demand for competent HR Professionals. The course has been endorsed by MIHRM National HR Leaders of Malaysia and past graduates have attained successful careers in the industry.

ADMISSION REQUIREMENT

1. Certificate in HR Management or its equivalent AND
2. Sufficient working experience at Executive level in HR

COURSE DURATION

26 days/ 13 weekends
(3.5 months)

METHOD OF STUDY

Classroom lectures, assessment tests at the end of every module and one final Project Paper

MEDIUM OF INSTRUCTION

English Language

PROJECT PAPER

Participants must complete their project paper within the period of 3 months, upon completion of the 6 Modules

AWARD OF CERTIFICATION

Upon successful completion of the programme, participants will be conferred dual certification:

1. Professional Diploma in Human Resource Management
2. CERTIFIED HUMAN RESOURCE MANAGER (PROVISIONAL)*

*Note: Participants will be eligible for conversion to full Certification upon completion of the final Project Paper.

COURSE STRUCTURE

MODULE 1

Week 1 & 2 (4 days)

Principles of Management & Organisational Behaviour

MODULE 2

Week 3 & 4 (4 Days)

HR Metrics, HR Planning & Recruitment

MODULE 3

Week 5 & 6 (4 Days)

Training & Development

MODULE 4

Week 7 & 8 (4 Days)

Compensation & Benefits

MODULE 5

Week 9 – 11 (6 Days)

Employee Relations

MODULE 6

Week 12 & 13 (4 days)

OSHA & SOCSO

**Classes are on Saturdays and Sundays each week*

COURSE FEE

Region	Course Fee	TalentCorp (50%)	*Participant (50%)
West Malaysia	RM8,775	RM4,387.50	RM4,387.50
East Malaysia	RM10,775	RM5,387.50	RM5,387.50

**Participant fee is HRDF Claimable*

COURSE REGISTRATION



For registration and for more information about this programme, please contact

MIHRM Corporate Office

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Lorong 8/1E, (off Jalan Barat)
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Selangor Darul Ehsan

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Programmes to be conducted based on response in:

- Alor Setar
- Penang
- Ipoh
- Petaling Jaya
- Seremban
- Malacca
- Johor Bahru
- Kuantan
- Kuching
- Kota Kinabalu