

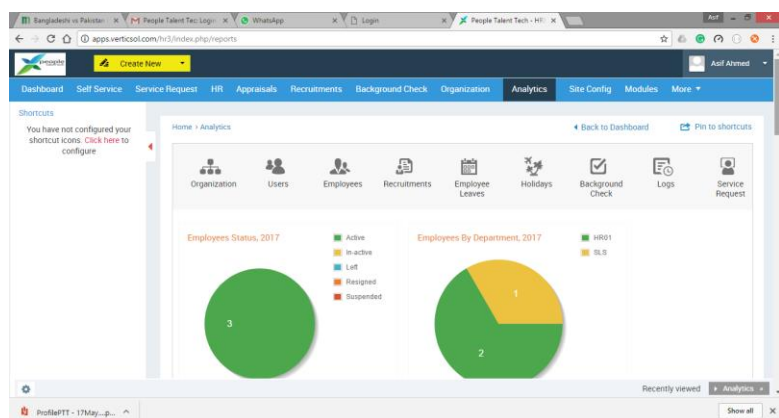
Training on Managing Human Resource with HRTrack

24-28 July 2017

Why Attend?

Organizations today are facing many challenges in managing HR. The foremost challenges are: 1) how to systematically plan organization and manage human resources; 2) how to transform HR-related decision making from judgment based paradigm to evidence-based paradigm; 3) how to identify, cluster, develop and deploy talent; 4) how to objectively and timely measure and report performance of talent; 5) how to develop quick analytics to enable the decision makers to make data-driven decisions; 6) how to enable employees to efficiently communicate horizontally and vertically and make requisitions of services and equipment and submit financial claims; 7) how to facilitate managers to assign tasks to the employees and track progress of hundreds of activities simultaneously; 9) how to influence behaviours of employees at workplaces; 10) how to manage disciplinary proceedings; 11) how to manage pay-roll of hundreds of employees without engaging several HR people into it; and 12) how to smoothly manage exit of employees. To address these challenges, other than subject knowledge, a sound technical platform is also needed.

HRTrack is a complete HR management solution and a specialized software to overcome the above challenges. It is a combination of good subject knowledge and technology that provides a solution to all types of organizations.





Training Methodology

HRTrack will be installed on laptops of all participants and they will be given free license for a period of 3 months. The participants will gradually move along various stages of HRM cycle. Each session will begin with conceptual understanding through short lectures and discussions, followed by demonstration of related modules of the HRTrack. This will be a systematic learning, conceptual knowledge proven and practised through different modules of HR Track. This training will also enable the participants to learn this HR management system and then practise/use it in their own organizations. Several cases studies will also be introduced in the training.

Course Objectives

At the end of the training course, participants will be able to:

- Develop organizational structures in the HRTrack
- Develop structures of departments/sections
- Prepare employee profiles
- Create a new position
- Design job descriptions and job specifications for any new position
- Manage recruitment and selection process
- On-board and orientate new employees
- Assign tasks to employees
- Set-up KPIs for individual employees
- Initialize employee performance appraisal
- Appraise employee performance
- Apply/approve/reject online leave requests of the team
- Make requisition of any service/equipment online
- Prepare and submit travel and medical claims online
- Apply analytics and prepare reports
- Initiate disciplinary proceedings
- Learn and complete employee exit management

Outline

- Introduction of e-HRM
- Organizational Planning: Structures of Organization and Departments
- Job Analysis – Job descriptions and job specifications



- Recruitment and Selection process
- HRMIS
- On-boarding and orientation of new employees
- Setting goals for employees: cascading goals, assigning tasks
- Performance Appraisal: KPIs, KRAs
- Leave Management
- Employee self-service
- Compensation Management including payroll
- Disciplinary proceedings
- HR analytics
- Employee exit management

Who should attend?

This course is useful for HR professionals and line managers or anyone else who is interested to learn how to manage HR with technology.

Date for registration

Last date of registration is 30 June 2017.

Venue of training

The venue of training will be Cyberjaya, Malaysia. Cyberjaya is an IT city of Malaysia. It is located adjacent to Putrajaya and Kuala Lumpur International Airport (KILA).

Course Fee

Introductory course fee is US\$ 250/participant including lunches and tea breaks

Contact Details

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