

IPD-OUM

INSTITUTE OF PROFESSIONAL DEVELOPMENT
**OPEN UNIVERSITY
MALAYSIA**

Developing Human Capital & People Management

About OPEN UNIVERSITY MALAYSIA



OUM is owned by the first 11 Public Universities in Malaysia. This has enabled the University to tap on not only the finest and best academic experts in Malaysia but the varied facilities such as laboratories and classrooms throughout the country.

Academic programmes are designed to facilitate students acquire the extra skills in the market place, to give them the added value in a growing competitive world and to meet challenges both domestically and in the international arena. Its strengths span a wide range of disciplines, from IT and Engineering to the Arts and Social Sciences, Business and Science. Quality and flexibility are the key words for all our programmes and we focus on the application of knowledge and skills.

About IPD

Recognizing the need to stay competitive in today's knowledge-based global economy the Institute of Professional Development (IPD) was officially founded in November, 2000 as one of the centers of excellence within the Open University Malaysia. The Institute of Professional Development (IPD) has begun to establish itself as a leading school for adult learning programmes within and outside OUM.

IPD sees itself to be the leading life – long learning programmes provider for working adults in the region. Presently IPD have been working with a diverse network of leading local and international experts to provide the cutting edge and innovative professional and management development programmes for individuals and organizations that require solutions in people and organizational behaviour.

Executive Diploma in **Human Resource Management**

Contact Us

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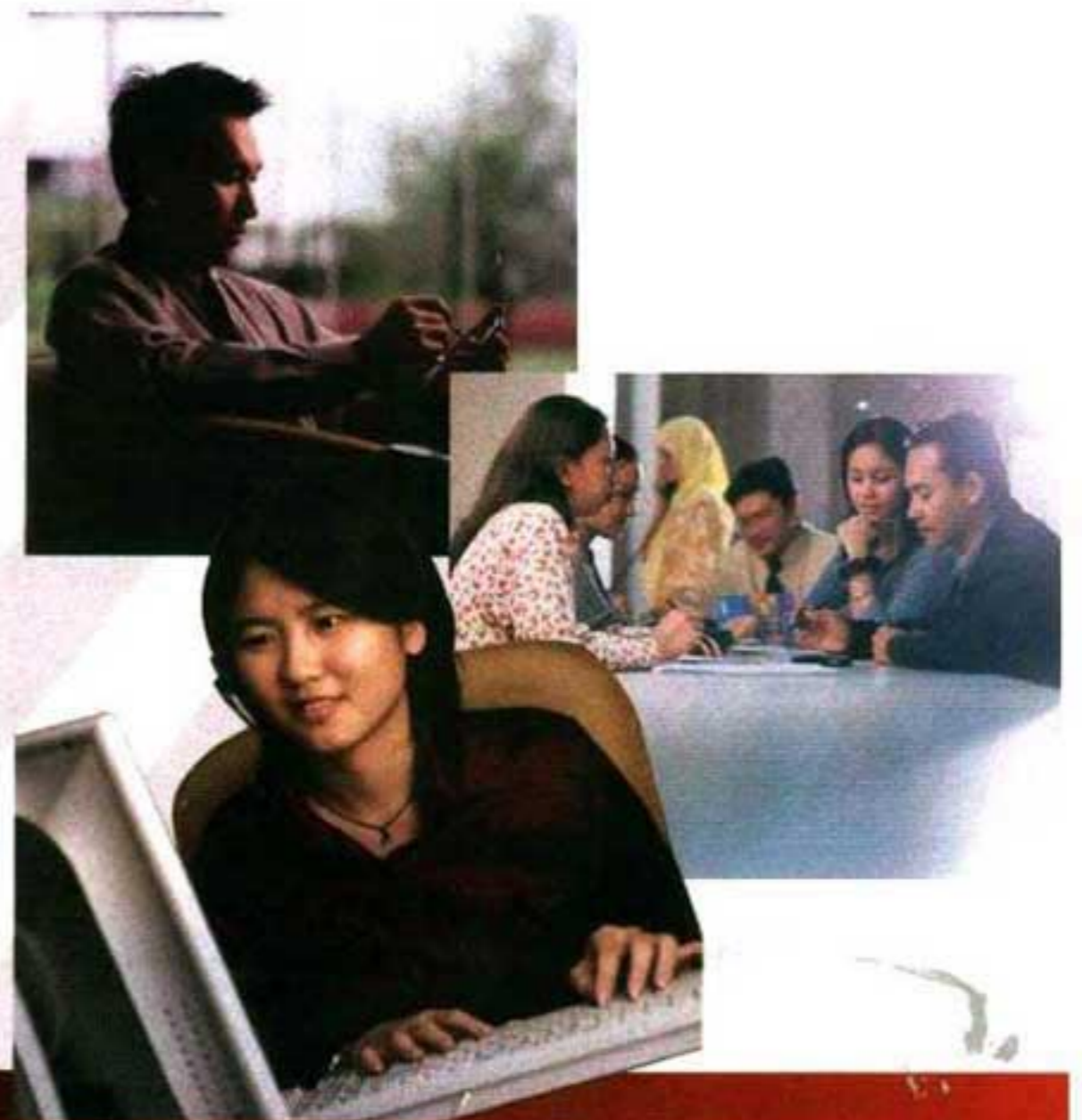
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Introduction

Malaysia's commitment to human capital has made human resource management an integral part of every organisation. In fact it is the flexibility of the workforce, working individually and collectively that ensures the high quality of goods and services produced by an organisation. The HRM programme has incorporated both the academic concepts as well as the practical models to deal with the workforce, thereby providing the framework to monitor performance and profitability of an organisation. The life long learning motivation is also an integral part of HRM and every member of the workforce is nurtured to achieve the best.

The current and future business trends in Malaysia and globally demand skilled HR professionals. This comprehensive course is delivered by experienced HR practitioners in their areas of expertise.

Objectives

- Introduce principles of human resource management within the legal framework
- Examine job profile and its implications
- Highlight recruitment and selection process
- Identify structures of compensations and benefits for the workforce

Entry Requirements

- SPM 3 credits with 3 years working experience; or
- STPM 2 principals with 1 year working experience; or
- Diploma recognized by OUM with 1 year working experience; or
- Basic Degree in any discipline, recognized by any local/ public universities or private colleges.

Modules

- Introduction to Management
- Organisational Behavior
- Business Communication
- Principles of Human Resource Management
- Occupational Safety & Health
- Recruitment & Selection
- Compensation & Benefits
- Training & Development
- Labour Laws
- Project Paper & Presentation

Highlights

- Access to OUM Digital Library
- Weekend classes
- Specially prepared notes & handouts
- Flexible monthly payment scheme / EPF withdrawal

Fees

Registration	RM 200
Course Fee	RM8000 (PM)
	RM8500 (EM)



Awarding of Certificate

Certificate will be awarded by Institute of Professional Development, Open University Malaysia to participants upon successful completion of the course.

Assesment

- | | |
|--------------------------------|------|
| • Examination | 60% |
| • Assignment | 40% |
| • Project Paper & Presentation | 100% |



lifelong learning begins here...

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