

**Objective**

This objective of this course is to provide a wholistic approach towards organisational and human resource management. Those who are involved or has the potential to be involved in management of an organisation must possess these skills. The modules are developed based on the research findings about the management skills needed by the manager and supervisors of industrial organisations. This course is suitable for those who are working as managers, supervisors, operators, clerk and general workers.

**Modules**

1. Fundamentals of Management
2. Introduction to Human Capital Management
3. Information Systems Strategy
4. Creative Thinking & Problem Solving
5. Communication & Interpersonal Skills
6. Change & Conflict Management
7. Managing Knowledge & Performance
8. Discipline & Industrial Relations

**Learning Method**

Modul Based Class- 2 session per month per modul (1st week )

Time : 9.00a.m-6.00 pm

**Evaluation**

Assignment.

Quiz.

Case Study

**Course Fee**

RM100.00- Application

RM500.00- Registration

RM 7500.00-Course Fee

**Duration**

1 year

**Payment Method**

EPF

HRDF(Human Resource Development Fund)

Installment

Bank Loan.

Employee Sponsorship.

**Others**

Lunch included.

Guidance on How to Do Assignment Effectively.

For further information kindly email us your enquiries :

Email :**ptstudyjb@gmail.com**

Mobile : **013-7530481**

Website :**http://sesjohor.weebly.com**