



Learning & Development



CIPD
Approved centre

2019 Programmes at a Glance

- Accredited Competency Professional (ACP) - ILM
- Foundation Level Diploma in Human Resource Practice - CIPD
- Accredited Training Professional (ATP) - ILM
- Foundation Level Diploma in Learning and Development Practice - CIPD
- Accredited Competency Professional (ACP) - ILM
- Accredited Training Professional (ATP) - ILM

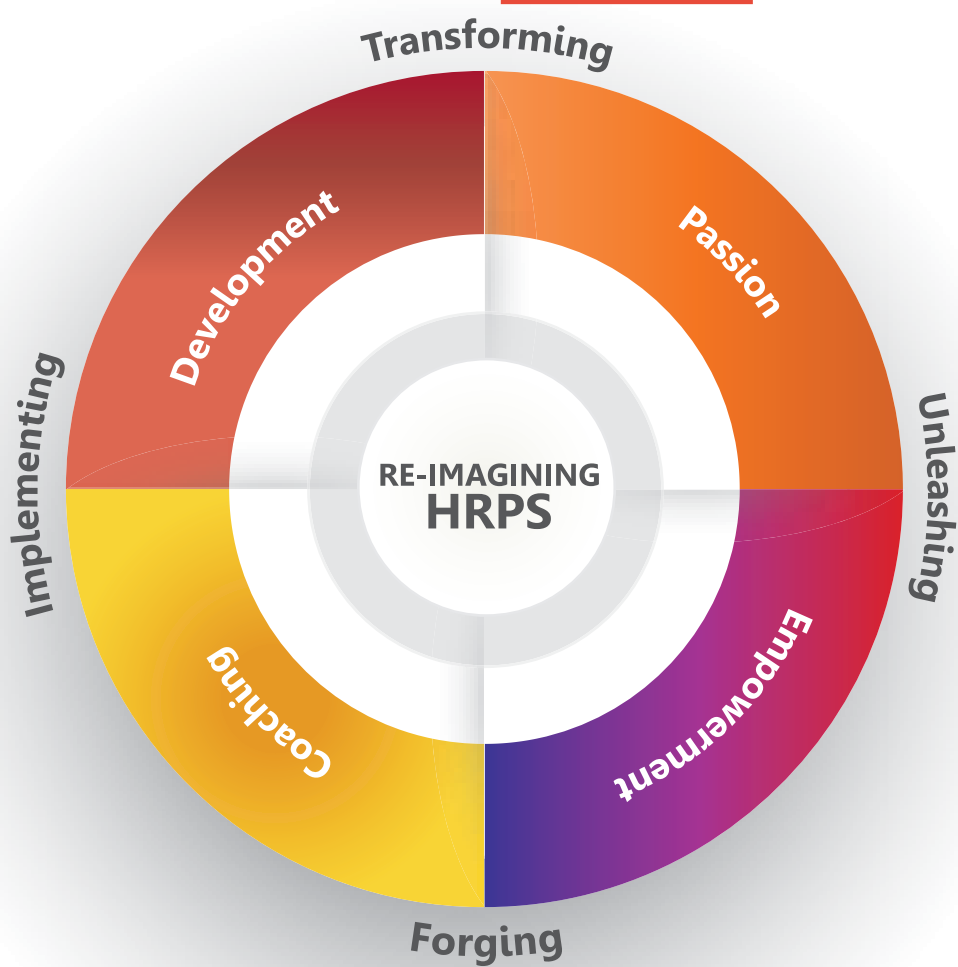
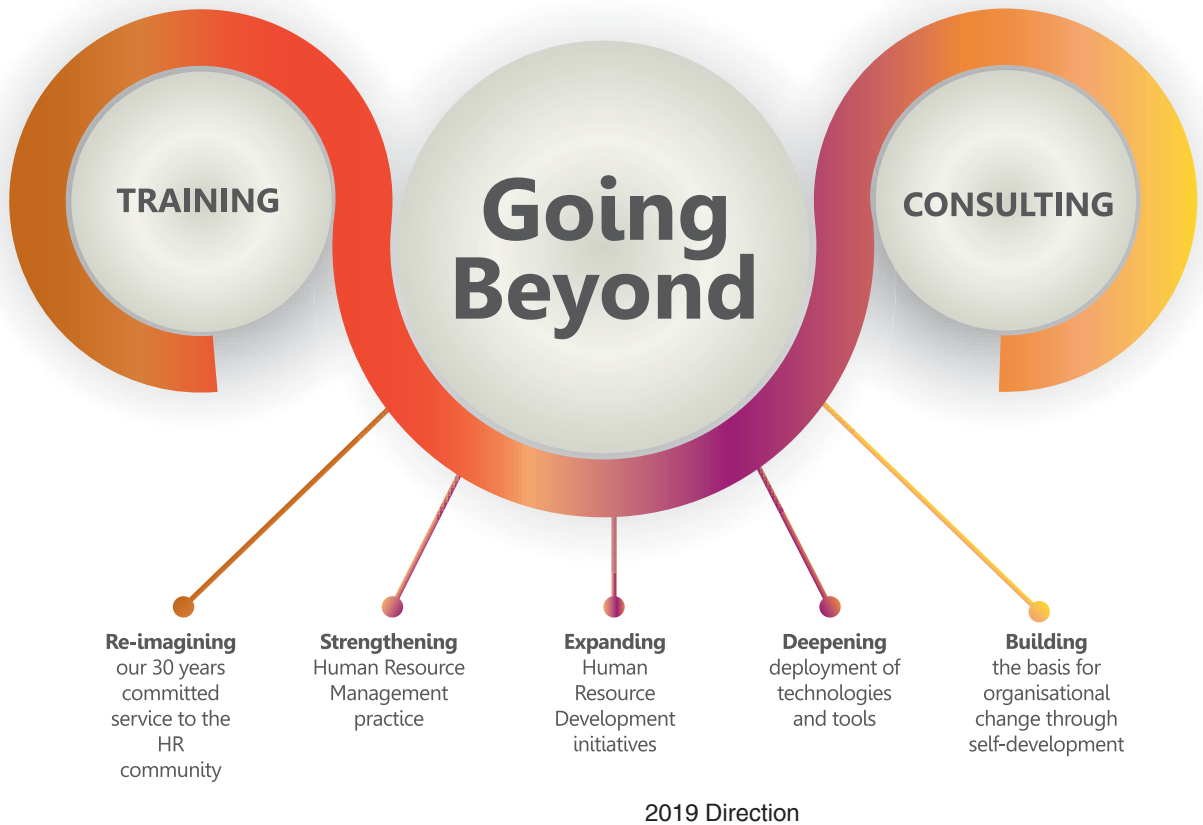
- 15-19 April
- 15 June
- 8-12 July
- 20 July
- 7-11 Oct
- 18-22 Nov

■ Certification programmes ■ Accreditation programmes

What We Do

A professional services firm is defined as one that provides specialist business support to businesses of all sizes and in all sectors.

SMR HR Group Sdn Bhd, a wholly owned subsidiary of SMRT Holdings Berhad is a regional human resource professional services firm dedicated to helping people learn and perform. We are committed to producing world class learning solutions. While we work globally, our focus remains largely Asia, specifically South East Asia and the Middle East.



— Coaching (supported by established instruments/tools)
— Increasing employee engagement

— Improving certification opportunities for the HR community
— Sectoral focus (e.g. universities)

Accredited Competency Professional (ACP)

Introduction

The Accredited Competency Professional (ACP) workshop is a comprehensive five-day training which enables you to design, develop and implement the competency framework within organisations. This workshop will help you to gain the knowledge and skills to develop customised competency dictionaries for best fit purposes in your organisation.

This ILM accredited workshop qualifies you to join a select group of competency professionals, who are recognised internationally for their expertise.

Designed for

Those responsible for the development of Competency Framework

Prior Knowledge

Knowledge of competency and its application

Competencies Addressed

- Development of job competency profiles
- Implementation of Competency applications

Learning Approach

Learning will take place through small group activities, discussions, and experiential learning.

Model Reference

SMR Page Framework®

Awards

On completion of the course, they receive a certificate from ILM, recognising and celebrating their learning and achievement.

Programme Objectives

On completion of this workshop, participants will be able to:

- Develop competency model and framework
- Identify methods of competency profiling
- Describe competency assessment methods
- Map and Validate Position Competency Profiles
- Integrate Competency into HR processes



Session 1: 15th–19th April 2019
Session 2: 7th–11th Oct 2019



Cyberjaya University College of Medical Sciences (CUCMS), Cyberjaya



5 Days



RM 6,500.00

10 % discount

**register by
15th March and 7th Sept
and get a 10 % discount**

Facilitator



Samsudin A. Rahman

Samsudin is a Senior Consultant and trainer at SMR HR Group Sdn Bhd. He has 20 years' experience in HR field holding various roles. He delivers his session with a wealth of experience in terms of practical knowledge and well-rounded exposure in all aspects of HR Management functions



About ILM UK

The Institute of Leadership & Management (ILM) is the UK's largest management body, combining industry-leading qualifications and specialist member services.

Our primary purpose is to improve the standards of leadership and management in order to drive social and economic prosperity. We work with organisations of all shapes and sizes to define, develop and embed the leadership and management capability they need to succeed.

Workshop Outline

1 Module 1: Introduction to Competency

- Concepts of competency
 - Definitions
 - Approaches
- Competency Framework
 - Competency Model
 - Competency Dictionary
 - Proficiency level
 - Competency Mapping

2 Module 2: Competency applications

- Linking competency to HR function
- Competency in HR processes
 - Talent planning
 - Recruitment & Selection
 - Training & Development
 - Career & Succession planning
 - Performance Management

3 Module 3: Business case for Competency

- Benefits of competency management
- The SMR's PAGE Framework
- Key consideration in a competency management project
- Developing business case

4 Module 4: Competency Framework Development

- Developing competency model
- Approaches to competency documentation
- Writing competency dictionary
- Competency mapping and profiling
- Validation process for Competency Framework

5 Module 5: Competency Assessment & Development

- Competency assessment methods
- Competency gap analysis
- Competency development approaches

CIPD Level 3 Foundation Diploma in Human Resource Practice (CIPD UK)

Introduction

The CIPD Diploma in Human Resource Practice - DHRP is the foundation level CIPD Qualification for the HR profession.

This qualification is ideal for practitioners looking to acquire a means of professional recognition through CIPD membership in the field of human resources practice. The qualification is designed to provide a solid foundation in HR, whether you are just starting out in your career or want to move to the next level. The course will help you develop practical and relevant HR skills allowing you to add real value to your HR function.

Accredited by the CIPD, the qualification is equivalent to QCF Level 3 and is designed to reflect the CIPD professional standards and membership criteria. Successful completion will provide you with the knowledge you need to work towards the CIPD Associate professional level of membership (Assoc. CIPD). This is a professional grade of membership which recognises the skill, knowledge and approach needed to make a significant supporting contribution and deliver excellent results in the workplace.

Whether you're just starting out in your career or want to take your career to the next level with a recognised professional qualification, the DHRP will help to build your knowledge and skills.

Designed for

The qualification is designed for those who are:

- New to the HR function
- Working in the field of HR in a support role and wish to develop their knowledge and skills
- Responsible for HR activities and decisions within an organisation without a specialist role
- Looking to further their HR career with a professional qualification

Prior Knowledge

No formal prior qualifications are required; however, candidates will need to have a level of numeracy, literacy and IT skills to enable them to participate and complete the assessments.

Programme Objectives

On completion of the DHRP, participants will be able to:

- Describe how HR activities support an organisation's strategy and assist the achievement of business objectives and how these are shaped by internal and external factors.
- Define the knowledge and skills required to deliver planned HR activities.
- Develop a sound understanding of the knowledge and acquire the practical skills required for as an HR practitioner.

Competencies Addressed

HR practitioner skills mapped to Band 1 & 2 of the CIPD HR profession map. (HRPM)



15th June 2019 onwards



Cyberjaya University College of Medical Sciences (CUCMS), Cyberjaya



- 12 months to completion
- 16 classroom days
- Classes will be conducted on weekends only



RM 18,000.00

Fees Include

- Facilitation of sessions
- Tuition Fees
- Manuals / handouts
- Coaching on assignments
- CIPD Registration Fee
- CIPD membership Fee
- Assessment and Internal verification
- CIPD External Verifier Fees (UK)

10 % discount

**register by 15th May
and get a 10 % discount**

Programme Leader



Gurit Kaur

Gurit is Head of Training at SMR HR Group with close to 15 years' experience in delivering highly engaging and interactive workshops. She has successfully conducted sessions across the Asia Pacific and Middle East regions. She brings with her an International work experience that spans various industries and verticals.

CIPD
Approved centre

About CIPD UK

The Chartered Institute of Personnel and Development (CIPD) is Europe's largest Human Resource development professional body. It is a globally recognised brand with over 135,000 members, and they pride themselves on supporting and developing those responsible for the management and development of people within organisations. For more information, please visit <http://www.cipd.co.uk>

Learning Approach

The modules are delivered in a highly practical and participative way with discussions, videos, exercises and reviews. Comprehensive notes supplement the lectures and aid discussion. There is NO EXAMINATION for this programme.

Assessment

On successful completion of the programme and submission of all assessed course work, you will be awarded the CIPD Foundation Level Diploma in HR Practice.

Workshop Outline

1 Module 1: Developing Yourself as an Effective HR or L&D Practitioner

This unit is designed to enable the learner to develop a sound understanding of the knowledge, skills and behaviour required of a professional practitioner, whether their role is generalist in nature or specialist for example L&D

2 Module 2: Understanding Organisations and the Role of Human Resources

By the end of this unit the learner will have developed their understanding of how HR activities support an organisation's strategy and assist the achievement of business objectives and how these are shaped by internal and external factors

3 Module 3: Recording, Analysing and Using Human Resources Information

This unit develops the learner's understanding of the important contribution that accurate data, whether stored manually or electronically, can make to the human resources (HR) or learning and development(L&D) function.

4 Module 4: Contributing to the Process of Job Analysis

The overall focus of this unit is to develop the learner's understanding of the principles and practice of job analysis and job design. The unit content is designed as an introduction to the knowledge and skills required in the use of several methods of conducting job analysis.

5 Module 5: Resourcing Talent

Studying this unit will enable learners to understand the factors that impact on an organisation's resourcing and talent planning activities. They will learn about the relationship between recruitment and selection by identifying the key stages in each separate but related process.

6 Module 6: Supporting Good Practice in Performance and Reward Management

This unit provides an introduction to the purpose and processes of performance and reward management and the role of human resources (HR) in promoting and supporting good practice. Studying this unit will enable learners to develop their understanding of how motivational theories and associated tools can be used within the context of performance and reward management and how these can have a positive impact on an organisation's business objectives.

7 Module 7: Supporting Individual Learning through Coaching and Mentoring

This unit enables L&D professionals to develop the knowledge and skills required to be able to provide basic coaching and mentoring support themselves, as well as being able to support line –managers in coaching and mentoring team members.

8 Module 8: Supporting Good Practice in Managing Employment Relations

This unit allows learners to develop their understanding of employment relations and to apply this understanding to the practical management of employment relations within a specific sector and assess the approach to employment relations within an identified organisations.

Accredited Training Professional (ATP)

Introduction

Here is an opportunity to learn the skills needed to engage learners, accelerate learning, increase learner retention, and deliver highly impactful training sessions. At this accredited training professional workshop from SMR Group, one of the world's largest HRD training firms, you will learn strategies and techniques to make your training more effective. You will learn strategies on how to make training FUN, enthusiastic, learner-centered, experiential, and with ensured transfer of learning.

The SMR accreditation associates you with a select group of exceptional trainers who are recognised locally and internationally for their high impact training methods. This workshop designed and developed by Tan Sri Dato' Dr. R. Palan, the author of the highly-regarded book, *The Magic of Making Training Fun!!®*, is designed to produce world class trainers.

Designed for

This is a workshop for professionals:

- With some experience in delivering content
- Who are now interested in delivering high level programmes and engaging learners irrespective of their job levels
- Seeking an international accreditation

Prior Knowledge

- Participants on this workshop are expected to have ability to present content.
- They should have attended a basic Train-The-Trainer workshop.

Programme Objectives

On completion of this workshop, participants will be able to:

- Use high impact training and facilitation tools with adult learning principles to deliver content
- Identify learning styles of learners
- Use FUN tools to engage learner and accelerate learning
- Use the 5 I's-introduce content, involve participants, interact with learners, instruct actively and intensify learner retention
- Use experiential learning strategies to maximize learning

Benefits to your organisation

Customers and stakeholders can see at a glance that your human resource development team and trainers/ facilitators are developed to ILM's benchmark, validating your investment in talent.

Awards

On completion of the course, they receive a certificate from ILM, recognising and celebrating their learning and achievement.



Session 1: 8th-12th July 2019
Session 2: 18th-22th Nov 2019



Cyberjaya University College of Medical Sciences (CUCMS), Cyberjaya



5 Days



RM 6,500.00

10 % discount

**register by
8th June and 18th Oct
and get a 10 % discount**

Facilitator



Karen Ong

Karen is Director and Master Trainer with more than 20 years of experience in training; specialising in Train-the-Trainer programmes. She has lead numerous workshops in more than 15 countries working in both public and private sectors throughout Asia and the Middle East.



About ILM UK

The Institute of Leadership & Management (ILM) is the UK's largest management body, combining industry-leading qualifications and specialist member services.

Our primary purpose is to improve the standards of leadership and management in order to drive social and economic prosperity. We work with organisations of all shapes and sizes to define, develop and embed the leadership and management capability they need to succeed.

Learning Approach

This workshop will be conducted in a fun and interactive way

- Participants will have numerous opportunities for skills practice
- Continuous feedback will be provided by the facilitator and peers

Assessment Tools

The Kolb Learning-Style Inventory (LSI) assesses the way you learn, and how you deal with ideas and day-to-day situations. We all learn in different ways. This inventory can serve as a stimulus for you to interpret and reflect on the ways you prefer to learn in specific settings.

The Kolb Learning-Style Inventory is an assessment tool, developed by David A. Kolb, Ph.D.

Workshop Outline

1 Module 1:

High Impact Training and Facilitation Tools

2 Module 2:

The Magic of Making Training FUN!!®

3 Module 3:

- Identifying Learning styles using KOLB's
- Learning Styles Instrument (LSI)

4 Module 4:

Skills Practice

5 Module 5:

Assessment & Feedback

CIPD Level 3 Foundation Diploma in Learning and Development (CIPD UK)

Introduction

The CIPD Level 3 Foundation Diploma in Learning & Development is ideal for practitioners looking to acquire a means of professional recognition in the field of learning and development. With a qualification in L&D Practice from the Chartered Institute of Personnel and Development (CIPD), the largest HR and Development professional body in Europe, you'll be developing your skills and career options while you learn to do the same for others.

You may already be working in an L&D-related role. Or perhaps you'd like to make a move into this popular and rewarding field. Either way, this established and reputable qualification will show employers that you have what it takes to develop both an effective workforce and your own career.

The CIPD Diploma in L&D Practice uses a highly practical approach, to provide an in-depth and thorough grounding in the training cycle and the fundamentals of learning and development.

The CIPD Diploma in Learning and Development Practice provides a firm foundation in all the areas of Learning and Development including its impact on business sustainability. It is an essential introduction for L&D professionals. It will help develop essential skills and give students the confidence to be more effective at work and to add value to your HR or training function.

Designed for

The qualification is designed for those who are:

- New to the L&D function
- Working in the field of L&D in a support role and wish to develop their knowledge and skills
- Responsible for L&D activities and decisions within an organisation without a specialist role
- Engaged as employees or independent consultants within the field of L&D
- Looking to further their L&D career with a professional qualification

Prior Knowledge

No formal prior qualifications are required; however, candidates will need to have a level of numeracy, literacy and IT skills to enable them to participate and complete the assessments.

Programme Objectives

On completion of the DLDP, participants will be able to:

- Describe how L&D activities support an organisation's strategy and assist the achievement of business objectives and how these are shaped by internal and external factors.
- Define the knowledge and skills required to deliver planned L&D activities.
- Develop a sound understanding of the knowledge and acquire the practical skills required for training delivery.

Competencies Addressed

L&D practitioner skills mapped to Band 1 & 2 of the CIPD HR profession map.



20th July 2019 onwards



Cyberjaya University College of Medical Sciences (CUCMS), Cyberjaya



- 12 months to completion
- 16 classroom days
- Classes will be conducted on weekends only



RM 18,000.00

Fees Include

- Facilitation of sessions
- Tuition Fees
- Manuals / handouts
- Coaching on assignments
- CIPD Registration Fee
- CIPD membership Fee
- Assessment and Internal verification
- CIPD External Verifier Fees (UK)

10 % discount

**register by 20th June
and get a 10 % discount**

Programme Leader



Gurit Kaur

Gurit is Head of Training at SMR HR Group with close to 15 years' experience in delivering highly engaging and interactive workshops. She has successfully conducted sessions across the Asia Pacific and Middle East regions. She brings with her an International work experience that spans various industries and verticals.



About CIPD UK

The Chartered Institute of Personnel and Development (CIPD) is Europe's largest Human Resource development professional body. It is a globally recognised brand with over 135,000 members, and they pride themselves on supporting and developing those responsible for the management and development of people within organisations. For more information, please visit <http://www.cipd.co.uk>

Learning Approach

The modules are delivered in a highly practical and participative way with discussions, videos, exercises and reviews. Comprehensive notes supplement the lectures and aid discussion. There is NO EXAMINATION for this programme.

Assessment

On successful completion of the programme and submission of all assessed course work, you will be awarded the CIPD Foundation Level Diploma in L&D Practice.

Workshop Outline

1 Module 1: Becoming An Effective Learning And Development Practitioner

This unit enables learners to develop a deep understanding of the knowledge, skills and behaviours required by L&D practitioners, and the importance of continuing professional development (CPD).

2 Module 2: Learning and Development and the Organisation

Learners need to develop their understanding of organisations, the reasons they are established and the factors that differentiate them, and their operating environments. The unit moves on to look at some different ways L&D is positioned and the typical services L&D provides.

3 Module 3: Identifying Learning and Development Needs

This unit supports the development of the skills required to undertake an effective identification of others' learning needs. It begins with a consideration of why individual and group learning needs arise and why it is important for both organisations and individuals to be aware of them.

4 Module 4: Designing Learning and Development Activities

The quality and success of L&D activity is largely determined by how well it is designed. This unit aims to develop the knowledge and skills required to become an effective designer of learning activity.

5 Module 5: Delivering Learning and Development Activities

Being able to deliver learning activities in a way that gains learner confidence and engages learners is a crucial skill-set for all trainers. This unit takes learners through the essential stages of preparing for and delivering an inclusive and effective L&D activity for a group of learners.

6 Module 6: Evaluating Learning and Development Activities

This unit develops learners understanding of the reasons for evaluation and the different approaches that can be taken to evaluating L&D activities. Armed with this understanding, learners are required to determine criteria for evaluating a specific L&D activity and identify the related information to be collected.

7 Module 7: Supporting Individual Learning through Coaching and Mentoring

This unit enables L&D professionals to develop the knowledge and skills required to be able to provide basic coaching and mentoring support themselves, as well as being able to support line – managers in coaching and mentoring team members.

8 Module 8: Enhancing Learner Engagement

This unit builds on some of the areas introduced in core units by looking in greater depth at the concept of learner engagement and some of the factors which impact on it. The unit explores the psychological background to L&D and psychology-based strategies that have been adopted by L&D practitioners, as well as the potential impact of findings emerging from brain and neuroscience.

Registration Form

Please choose (√)

A) Programme Title:

- Accredited Competency Professional (ACP) – (ILM UK)
- Accredited Training Professional (ATP) – (ILM UK)
- Foundation Diploma in Human Resource Practice (CIPD UK)
- Foundation Diploma in Learning & Development Practice (CIPD UK)

Fee		Date	
RM 6,500	<input type="checkbox"/>	15-19 Apr	<input type="checkbox"/> 7-11 Oct
RM 6,500	<input type="checkbox"/>	8-12 July	<input type="checkbox"/> 18-22 Nov
RM 18,000	<input type="checkbox"/>	15 June onwards	
RM 18,000	<input type="checkbox"/>	20 July onwards	

B) Participants Details:

Name: _____

NRIC/ Passport: _____

Job Title: _____

Email: _____

Contact Number: Mobile: _____ Office: _____

C) Invoice to be sent

Name: _____

Job Title: _____

Company: _____

Address: _____

Email: _____

Telephone No: _____

METHODS OF PAYMENT please tick (√)

I enclose a cheque for RM _____ made payable to: SMR HR Group Sdn Bhd

Bank Transfer: SMR HR Group Sdn Bhd
Malayan Banking Berhad
Level 1, Mayban Finance Tower, No. 1, Jalan Maarof, Dataran Maybank, 59000 Kuala Lumpur.
Account No. 5142 5340 6092
Swift Code : MBBEMYKL

TERMS & CONDITIONS

- One (1) month prior to commencement is entitled to a full refund
- Less than fourteen (14) days prior to commencement is entitled to a 50% refund
- Less than seven (7) days prior to commencement is NOT entitled to a refund

Note: we will send you a confirmation note upon receiving your registration form

TERMS & CONDITIONS

Contact : Azwa
Telephone : 603 – 2770 9199
Fax : 603 – 2770 9099
E-mail : hrds@smrhrgroup.com
Web : www.smrhrgroup.com



Our Learning Approach



FUN



Practical



Interactive

Contact Us



HRPS Team

SMR HR Group,
Level 8, Tower Block, CUCMS Campus
Persiaran Bestari, Cyber 11, 63000 Cyberjaya, Selangor, Malaysia



(603) 2770 9199



(603) 2770 9099



www.smrhrgroup.com



hrds@smrhrgroup.com



[facebook.com/SMR HR Professional Services](https://facebook.com/SMR-HR-Professional-Services)



instagram.com/smrgroupinsta



linkedin.com/groups/3419330



twitter.com/SMR_Group

Copyright© 2019, SMR HR Group Sdn Bhd

This brochure is intended to be a general statement of information. All information is correct at time of printing, but subject to change without prior notice. For more detailed and recent information, please consult SMR HR Group Sdn Bhd. The Company shall not be held liable for any errors or omissions.