

## Course Description

### Module I

#### **Human Resource Management**

At the end of this module, the definitions of Human Resource Management and its relationship to management and distinguish the difference between operational and strategic duties of HR in the various sector are identified

### Module II

#### **Organisational Behaviour**

This module will cover the Organisational Behaviour concepts and the types of individual behaviours and motivation theories. Students will also be introduced to the organisational change and development and organisational culture.

### Module III

#### **Occupational Safety and Health Management**

Require students to apply the safety principles in respective work and overall work environment. This module covers the components under the OSHA Act. This subject will introduce the Regulations under the OSHA, safety plan in a company, steps taken for safety during the usage of machinery and equipment.

### Module IV

#### **Training and Development**

Covers the importance of training and development to an organisation and how to design effective training, methods used in Needs Assessment, training evaluation, use of technology in training, challenges in training and issues pertaining to training and development.

### Module V

#### **Industrial Relations and Practices in Malaysia**

The module covers Trade Unions, the history and evolution of trade unions, Industrial Relations Act 1967, Domestic Inquiry Procedures, Trade Dispute and Industrial Actions and Industrial Court.

### Module VI

#### **Collective Bargaining and Negotiations**

At the end of this module, students are able to understand and define collective bargaining. Covers The Collective Bargaining Process, Trade Unions and Legal Provisions.

### Module VII

#### **Malaysian Employment Law**

This module covers the introduction of Malaysian Employment Law, Children and Young Persons (Employment) Act 1966, Employees Provident Fund Act 1991, Employees' Social Security Act 1969, Workmen Compensation Act 1952.

### Module VIII

#### **Compensation and Benefits**

This module covers the various forms of compensation and benefit-job analysis determining the level of pay, designing pay levels and structures, performance appraisals, employee benefits, international pay systems and legal issues pertaining compensation performance planning and performance management.

### Module IX

#### **Project Paper**

Students are required to carry out research, collate, appraise and record where appropriate to offer suggestions for the improvement of their work area environment. Students should be able to develop an appreciation and understanding of the scope, constraints and tool available in processes inherent in successful management and making viable business decisions. Students are required to present their findings and submit a written report at the end of this module.

## **FMM Executive Diploma in Human Resource and Industrial Relations**



**INTAKE  
7 January 2012**

Conducted and Awarded by:

**FMM Institute (475427-W)  
Centre for Professional Development**

## **EXECUTIVE DIPLOMA IN HUMAN RESOURCE & INDUSTRIAL RELATIONS**

This programme provides theoretical and practical knowledge in human resource and industrial relations practices. The main objectives of the programme are to develop potential industrial relations practitioners who will be prime movers and contribute significantly to the development of the industry.

### **ENTRY REQUIREMENT**

- ◆ Diploma / Degree in any discipline or any professional qualifications with minimum 1 year working experience, or
- ◆ SPM / STPM or equivalent with minimum 3 years working experience

### **PROGRAMME STRUCTURE**

This programme consists of 9 modules. Participants are required to complete all 9 modules to be awarded with Executive Diploma in Human Resource and Industrial Relations.. The modules are:

- ◆ Human Resource Management
- ◆ Organisational Behaviour
- ◆ Occupational Safety and Health Management
- ◆ Training and Development
- ◆ Industrial Relation and Practices in Malaysia
- ◆ Collective Bargaining and Negotiations
- ◆ Malaysian Employment Law
- ◆ Compensation and Benefits
- ◆ Project Paper

### **COURSE DURATION**

The duration of this programme is 12months and conducted on part-time basis.

Classes are held on Sundays from 9am till 5pm.

### **ASSESSMENT**

Participants will be assessed based on the following modes:

A 2-hour examination will be held at the end of each module:

- ◆ Human Resource Management
- ◆ Industrial Relation and Practices in Malaysia
- ◆ Malaysian Employment Law

Whereas for the following modules participants are assessed based on assignment, where students would be required to complete an individual assignment, to be submitted at the end of the said module:

- ◆ Occupational Safety and Health Management
- ◆ Collective Bargaining and Negotiations
- ◆ Training and Development
- ◆ Organisational Behaviour
- ◆ Compensation and Benefits
- ◆ Project Paper\*

\*Project Paper will be assessed based on the research conducted by the students. Students are required to present their final research findings and submit a written report.

### **COURSE FEE**

Registration Fee: RM100

FMM Member / Self Sponsored : RM7,200

FMM Non Member : RM7,900

Self Sponsored students can opt for instalment payments as follows:

Option 1: 3 instalments of RM2,400 per instalment to be paid every 3 months

Option 2: 10 instalments of RM800 per instalment to be paid every 1.5 months

### **HUMAN RESOURCE DEVELOPMENT FUND (HRDF)**

Our Executive Diploma in Logistics Management is claimable from the HRDF under the **SBL** training scheme.



**FMM Institute (475427-W)**  
**Centre for Professional Development**  
**Wisma FMM, No.3,**  
**Persiaran Dagang, PJU 9,**  
**Bandar Sri Damansara,**  
**52200 Kuala Lumpur**

## **Executive Diploma in Human Resource & Industrial Relations**

**For further information, please contact**

**Ms Kavitha or Cik Zuraidah**

**Tel No: 03-6286 7200**

**Fax No: 03-62776712**

**E-mail: kavitha@fmm.org.my**  
**zuraidah@fmm.org.my**

**Website: www.fmm.edu.my**