

Human Capital: Talent Acquisition

Date: 21 August & 22 August 2024
Time: 9:00am to 5:00pm
Venue: UNIMAS Business School (UBS)

INTRODUCTION

Could we afford to make mistake in talent acquisition process?

Employee is one of the most valuable assets. Therefore, it is important to ensure that the most talented, suitable, and able to groom potential candidates are employed. Recruitment is a costly exercise but when organizations choose the right candidate for the job, develop them well, remunerate them equally and establish good employee relations, these employees not only contribute to effectiveness and efficiency operation, but also tend to stay longer in the organization.

This hands-on training programme provides participants with the necessary competency and confidence to acquire the right talents for the job. Having a well-designed acquisition process (including behavioural based interview techniques) allow best-practices in recruitment & selection process, better talent retention and increase efficiency.

METHODOLOGY

Interactive lecture & knowledge sharing, interactive group discussions, case study and activity.

WHO SHOULD ATTEND

HR Practitioners/ Heads of Department and those who are managing talent acquisition (recruitment and selection) process.

COURSE OBJECTIVE

- 1** Analysis principal, scope and critical success factors for talent acquisition.
- 2** Master talent acquisition process for better implementation and monitoring.
- 3** Justify appropriate shortlisting and selection techniques.
- 4** Prepare and conduct effective selection tests and interviews.
- 5** Display proper process to conduct behavioral based interview.

COME AND JOIN US

Organised by UNIMAS Business School

TRAINER'S PROFILE



Mr. Heng Chin Siong holds a Master of Science & Bachelor of Science (Honour) in Human Resource Development and Postgraduate Diploma in Teaching & Learning. Currently, he is a Senior Lecturer, HRDC Certified Trainer (TTT), MIHRM Member, Business Development Manager with UBS & MSc HRD Coordinator.

Prior working with Universiti Malaysia Sarawak (UNIMAS), Heng Chin Siong had worked with several local and multinational corporation (MNCs) based in Sarawak in Human Resources, Administration and Security functions. His job responsibilities are not limited to human resources, administration and security only, but also cover a few projects at various subsidiaries within the MNCs. During his employment, he has been appointed as Management Review Team (MRT) for ISO 9001, ISO 14001 and OHSAS 18001. He has also been entrusted to lead or work closely with Senior Management staff for a few huge, sophisticated and challenging assignments.

The above exposure has equipped him with the holistic view of managing and developing human capital, both theoretically and practically. Heng Chin Siong has been appointed as HR Consultant/ Trainer/ Assessor/ and Facilitator with many private companies including some public listed companies.

Some of the completed HR consultancies jobs include revision and development of HR Policies and Procedures, Manpower Optimization Plan (Resources Restructuring), Remuneration Policies and Procedures (including Salary Structure), Salary Increment and Bonus Payment Policy & Procedures, Managing Poor Performance, Handling Disciplinary Workforce and etc.

INVESTMENT FEE

Face-to-face: RM1,700 per pax
Sent 3 staffs & above : RM1,600 per pax
Register before 12 August 2024 & get RM100 discount for every pax

(The course fees are inclusive of 8% SST, Training Materials, Meals and Certificate)

Some of current clients are:

- Press Metal Sarawak
- Press Metal Bintulu
- PMB Silicon
- ASTEEL Group of Companies
- IBRACO Group of Companies
- OM Materials (Sarawak)
- Pertama Ferroalloys
- Everrise Departmental Store
- WATIMA Testing
- MSIG (HQ)
- Pansar
- Samling Group
- Sarawak Oil Palms (SOP)
- JKR Sarawak
- United G.I Products
- Sarawak Islamic Information Centre (SIIC)
- The list goes on.....

PROGRAMME OUTLINE

- 1 Overview of Human Capital Acquisition**
 - Recruitment and Selection Policy & Practices
 - Challenges & Trends
 - Sample of Policy & Procedures
- 2 HR Planning and Job Analysis**
 - Operating & Environmental Factors
 - HR Planning & Job Analysis
 - Job Description & Person Specification
 - Hands-on Activity & Case Study
- 3 Talent Sourcing (Recruitment)**
 - Current Recruitment Trends & Practices
 - Recruitment Strategies & Methods
 - Hands-on Activity & Case Study
- 4 Talent Selection**
 - Shortlisting Techniques
 - Inviting Interviewees
 - Rejecting Non-Selected Candidates
 - Selection Strategies & Methods
 - Reference Check
- 5 Selection Test and Interview (Include STAR)**
 - Selection Test Techniques
 - Interview Techniques
 - Preparing for Interview
 - Do's & Don'ts During Interview
 - Post Interview
- 6 Assessment Center and Behavioural-Based Interview**
 - Assessment Center
 - Behavioural-Based Interview

TRAINING REGISTRATION FORM

Upon submission of this registration form, you undertake the Registration Policies and have read and understood the terms and regulations.

Training Program Title	Human Capital: Talent Acquisition
Training Program Date & Time	21 August & 22 August 2024 (Wednesday & Thursday) 9:00am to 5:00pm
Training Program Venue	UNIMAS City Campus (Kuching), Next to Aquatic Centre Kuching (Not far from Roxy Impiana Hotel)

No	Participant Name	Job Designation	IC Number	Contact Number	E-Mail Address
1					
2					
3					

** Please attach a separate list if necessary*

Crossed cheque/bank draft should be made payable to **UNIMAS Edu Sdn Bhd, Account No: 561239608898 (Maybank Islamic Berhad)**

Details of Organization (For Invoicing)

Authorized Signature	
Contact Person and Job Designation	
Company Name, Registration No., Company Address and Company Stamp	
Telephone and Fax Number	
Correspondence E-mail	

If you have any query, do contact our trainer, **Mr. Heng Chin Siong at 019-8898800** or **csheng@unimas.my**

This registration is invalid without a signature. Payment must be made not later than 7 working days before the course commences. Participants, who have registered but do not attend classes, will be invoiced accordingly. Substitute attendee(s) will be accepted at no extra charge.

Please complete this Registration Form and return to us via **fax no: 082-222122** or send a signed scanned copy to **csheng@unimas.my**.

Note: The Organizer reserves the right to make amendments that deem necessary in the best interest of this training program.