

## SEMINAR ON HUMAN RESOURCES MANAGEMENT IN SME

### Objectives:

**To develop awareness on the advantages of effective human resource management and key HR and HRD strategies for organisation improvement.**

We cordially invite you to the Seminar on HRM in SME organised by National Human Resource Centre (NHRC), Pembangunan Sumber Manusia Berhad (PSMB) and Iskandar Regional Development Authority (IRDA)

The seminar will be conducted as follows:-

**Date: 8 November 2012 (Thursday)**

**Time: 9.00 am - 4.30 pm**

**Venue: KSL Hotel, Johor Bahru**

- FREE OF CHARGE on first-come-first-served basis
- An outreach programme especially for Non HRDF registered employers

### **Agenda**

0900 a.m. - 0930 a.m.	Arrival of Guest and Registration of Participants
0930 a.m. - 1030 a.m.	<b>Paper 1</b> <b>HRM in SME: Why and How?</b>
1030 a.m. - 1100 a.m.	Networking Tea Break
1100 a.m. - 1200 p.m.	<b>Welcoming Address</b> By: Mr Amirnuddin bin Mazlan Chief Executive Pembangunan Sumber Manusia Berhad  <b>Key Note Address</b> By: Datuk Ismail bin Ibrahim Chief Executive Iskandar Regional Development Authority  <b>Briefing on National Human Resource Centre (NHRC)</b> <b>for</b> <b>Malaysian SMEs</b>

1200 p.m. - 0200 p.m.	Networking Lunch
0200 p.m. - 0300 p.m.	<b>Paper 2</b> <b>Ways To Enhance,Sustain And Develop Human Capability To Accelerate Growth Of SME</b>
0300 p.m. - 0400 p.m.	<b>Paper 3</b> <b>Increasing Employee Productivity And How To Retain Them To Stay In The Organization</b>
0400 p.m. - 0430 p.m.	Closing Remarks Networking Tea Break End of Seminar

**Dress Code: Office Attire/Smart Casual**

Do not miss this valuable opportunity. Please respond early by filling up the details below and reply this email to [marini@irda.com.my](mailto:marini@irda.com.my) latest by **2nd November 2012.**

**CONFIRMATION OF ATTENDANCE**

**Date : 8 November 2012 (Thursday)**

**Time : 9.00 am - 4.30 pm**

**Venue : KSL Hotel, Johor Bahru**

No.	Company	Name of representatives of company	Email	Phone no.
1.				
2.				
3.				
4.				
5.				

For any enquiries, please call:

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