HR Management · HR329

Human Capital Management Fundamentals

Kuala Lumpur · 23 - 27 Nov 2026

Date	Venue	Duration
23 - 27 Nov 2026	**Kuala Lumpur**	**1 Week**
Fee	Ref	Language
£5,000 GBP	**HR329**	**English**

Introduction

Human Capital Management (HCM) is the strategic approach to acquiring, managing, and developing an organisation's workforce. This foundational course provides a comprehensive understanding of key HR functions, from recruitment and onboarding to performance and employee relations. It is ideal for those new to HR roles or looking to formalise and enhance their knowledge of human capital operations.

Course Objectives of Human Capital Management Fundamentals

Upon completing this programme, participants will be able to:

- Understand the core principles and components of Human Capital Management.
- Apply best practices in recruitment, onboarding, and employee lifecycle processes.
- Implement effective policies for performance and talent development.
- Manage HR records and employee data using modern tools.
- Support organisational goals through strategic HR planning.

Course Methodology of Human Capital Management Fundamentals

- Lectures and Expert Insights: Leading industry experts will share their insights and best practices.
- Case Studies: Analyse real-world talent acquisition challenges and solutions.
- Group Discussions: Engage in meaningful discussions and share experiences with peers.
- Role-Playing and Simulations: Practice recruitment scenarios to enhance skills.
- Hands-on Workshops: Gain practical experience in using recruitment tools and techniques.

Organisational Impact of Human Capital Management Fundamentals

This training programme will have a positive impact on organisations by:

- Strengthened HR operations that support business growth.
- More consistent and compliant HR practices across departments.
- Improved employee engagement and retention.
- Enhanced coordination between HR and other business units.
- Strategic alignment of human resources with organisational goals.

Personal Impact of Human Capital Management Fundamentals

Participants will experience personal growth and development, including:

- Broadened HR knowledge base and practical skills.
- Ability to handle core HR responsibilities with confidence.
- Improved communication and coordination within HR teams.
- Greater readiness for advanced HR or managerial roles.
- Recognition as a key contributor in people operations.

Who Should Attend

This training programme is ideal for:

- New HR professionals and HR assistants
- Human Capital Coordinators
- Administrative officers handling HR functions
- Team leaders or supervisors transitioning to HR
- Anyone seeking foundational knowledge in HCM

Course Outlines

Day 1

Introduction to Human Capital Management

- Definition and evolution of HCM
- Key HR functions and their strategic roles
- HR as a partner in business success
- HCM systems overview and digital transformation
- Organisational structure and workforce planning basics

Day 2

Recruitment and Onboarding

- Workforce planning and job analysis
- Talent sourcing and recruitment strategies
- Interviewing and selection techniques
- Onboarding and orientation best practices
- Measuring hiring success and retention

Day 3

Performance and Development

- Designing effective performance management systems
- Goal setting and KPI alignment
- Conducting appraisals and feedback sessions

- Training needs assessment and learning programmes
- Career development and succession planning

Day 4

Employee Lifecycle and Relations

- Employee records management and documentation
- Contracts, policies, and compliance
- Handling grievances and disciplinary actions
- Managing employee engagement and satisfaction
- Ethics and legal considerations

Day 5

HR Administration and Reporting

- HR documentation and record-keeping standards
- Introduction to HR metrics and analytics
- Payroll basics and coordination
- HR dashboards and reporting tools
- Designing an HR operations roadmap

Register or ask about this course online

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