



# Executive Diploma in Human Capital Development Skills

*“Giving Your Organisation  
the Competitive Edge”*

Brought to you by :



## Program Description

The purpose of the **EXECUTIVE DIPLOMA IN HUMAN CAPITAL DEVELOPMENT SKILLS** program is to provide training and development opportunities in human capital development skills. This training is suitable for all levels of personnel in order to bring the best out of us. The modules are specially designed to enable participants to assist and possibly drive towards organizational growth and become catalysts in human resource transformation initiatives.

Since this is an Executive Diploma program, therefore examinations may not be required and assessment will be based on class participation and assignments given after every module. Classes will be conducted on alternate weekends. These features would definitely offer great flexibilities for the “working” market.

The Executive Diploma in Human Capital Development Skills takes is a 18-module skill-based training program to enlighten and possibly change the way we see and do things.

This program is designed particularly for the following target audience :

- **Managers with technical background**
- **Newly appointed Human Resources Executives**
- **Personnel with at least 2 years of working experience and wants to expand his/her career into managerial/supervisory positions.**



Contact us at :  
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Fax : 09-567-3192

Email : [traininginfo@psdc.gov.my](mailto:traininginfo@psdc.gov.my)  
[gemasia2u@yahoo.com](mailto:gemasia2u@yahoo.com)

## The Program Modules



**Modular Approach for the convenience of participants to improve learning absorption and substance comprehension.**

**This is a HYPERACTIVE and HIGHLY INTERACTIVE Training Program that will EXCEED your Expectations**

Cluster	Module Title
1 Motivation	1.1 Paradigm Shifts and Generating Positive Energy for High Performance
	1.2 Work Ethics and Professionalism
2 Essential People Skills	2.1 Creative Thinking and Data Based Problem Solving
	2.2 Overcoming Fears of Public Speaking
	2.3 Effective Interpersonal Skills for Improved Results
3 Laws and Standards	3.1 Understanding and Applying Labour Law & Industrial Relations
	3.2 Understanding and Applying ISO9001 QMS
	3.3 Understanding and Applying OSHA 1994
	3.4 Fundamentals in Corporate Governance and Risk Management
4 Managing Performance	4.1 Determining Critical Work Processes in Managing Performance
	4.2 Determining and Measuring Process KPIs for Result Effectiveness
5 Managing People	5.1 Managing People Through Progressive Disciplining
	5.2 Managing People Through Performance of Work Processes
	5.3 Effective Leadership and Coaching
6 Fundamentals in Human Resource Work Systems	6.1 Building Quality Culture for Organisational Excellence
	6.2 Application of HR W&DP and Performance Appraisal System
	6.3 Organizational Talent Management for Sustainable Excellence
	6.4 Competency Development System for Strategic Change

## The Methodology

Lectures.  
Simulation activities.  
Discussions and presentations.  
Case studies.  
Sharing of experience.  
To be conducted in Bahasa Malaysia and English.

## Mode of Assessment

Class Participation : 30%  
Paper Assignment to be handed in before due date : 70%  
TOTAL : 100%

## Fees

RM7,950 only.  
Ask us about our Easy Payment Plan!

## The Lecturers (Carefully selected professional trainers with more than 15 years working experience)

**Tuan Haji Azman Taher**

*MBA (Computer and Information Science – University of New Haven USA)*

*BSc (Computational Mathematics – Eastern Illinois University USA)*

**Encik Mohd Azhari Pilus**

*MBA, Universiti Utara Malaysia*

*B.Eng. (Electrical) University of Western Australia.*

*Certificate of Entrepreneurship, UNE Australia.*

**Tuan Haji Md. Fauzi bin Haji Said**

*Masters in Economics – University of London*

*Bachelors in International Relations (University Malaya)*

**Encik Jumaat bin Mansor**

*Bachelor Business Administration from Ohio University*

*PSMB Certified Trainer*

# Registration Form

## Executive Diploma in Human Capital Development Skills

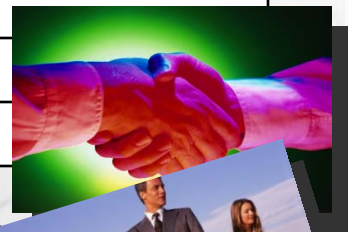
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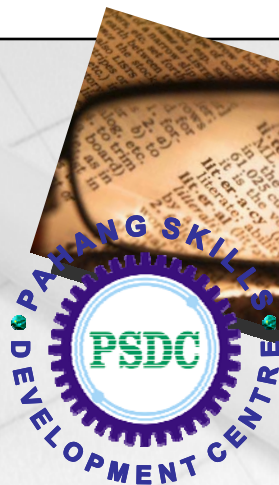
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**Expand your career potential  
with Executive Diploma in  
Human Capital Development  
Skills at PSDC**

*"All Glory Starts with the  
Daring to Begin"*



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