



Scholarship  
Application  
is open\*

**SHRM**<sup>®</sup>  
BETTER WORKPLACES  
BETTER WORLD™

---

# POSTGRADUATE CERTIFICATE IN PEOPLE MANAGEMENT & EMPLOYMENT RELATIONS

---

 **EDUK8U**  
Upskilling | Reskilling

**GRAD**  
SCHOOLASIA

**noch**  
GROUP

# OUR DEAN'S MESSAGE

***"Welcome to EDUK8U Grad School Asia (EGSA) Centre for Executive Education.***

***I am delighted to introduce you to our double certification Postgraduate Certificate in People Management and Employment Relations (PMER) qualification with our UK Awarding body NOCN and SHRM in supporting you to a HR career journey."***

This international certification programme with NOCN and SHRM will empower participants with the knowledge necessary to manage people and employment relations management in an organisation or team, effectively and efficiently thus enabling the management of the highly productive workforce. With flexible learning options, our PMER qualification enables you to match your learning requirements with your career goals and your lifestyle.

We develop executives, supervisors, managers and HR leaders for organisations that are driven by constant innovation, empathy for their people and for industries that are transforming the world. We admit individuals who are ready to take their talent to the highest level by working side-by-side with peers who have the same aspirations and understanding; this is only the beginning of your HR learning journey. We strive to ensure that your student experience at EGSA is shaped by our alumni, the facilitators, guest speakers, the administrators, and most of all, your fellow cohort.

**See you in class!**



A handwritten signature in black ink, appearing to read 'Roy Prasad'.

**DR. ROY PRASAD** (FInstAM)

**Group Chief Executive & Dean of EDUK8U  
Grad School Asia | GM Head of HR -  
Semiconductor Manufacturing | Founder -  
VirtuePayz HR Payroll Outsourcing**

# WHY PEOPLE MANAGEMENT & EMPLOYMENT RELATIONS?

EDUK8U Grad School Asia in partnership with the Society for Human Resource Management (SHRM) and the National Open College Network UK (NOCN) is offering a comprehensive, practical and interactive postgraduate programme to help working professionals, with the objectives of improving participants' skills in a condensed teaching period and allows participants to obtain a professional qualification quickly and conveniently. We integrate our teachings with industry scenarios and real-time solutions for manpower issues.

This qualification will empower participants with the knowledge necessary to manage people and employment relations management in an organisation or team, effectively and efficiently thus enabling the management of the highly productive workforce.

## LEARNING OUTCOMES

To understand the various provisions of the Employment Act and Industrial Relations Acts of Malaysia, as well as People Management bestpractices.

To apply and practise best People Management exercises in undertaking disciplinary actions addressing employee misconduct and non-performance prior to termination and/or restructure of employment, in compliance with the provisions of Malaysian Labour Law.

To be able to create, demonstrate and measure a harmonious working environment, while managing new generation of employee expectations relating to the changing landscape of human capital management.

To professionally communicate and empathise with employees in handling performance, misconduct and manpower planning of the business.

To effectively and professionally communicate with subordinates, and lead teams to comply with the Malaysia Labour Ordinance.

To resolve and provide solutions in compliance to process, methodology and documentation as required by Malaysia Labour Ordinance.

To recall and apply facts, concepts and industry-related practices via industry experts, to solve daily organisational People Management-related issues.

To assess, compare and justify proposed solutions in handling People Management-related issues in an effort to mitigate industrial court exposure.

# COURSE UNITS

## EMPLOYMENT RELATIONS AND COMPLIANCE

Understanding the Employment & Industrial Relations Act of Malaysia

- The Introduction of the International Labour Organization
  - The Overview of Employment Act 1955
  - Employment Regulations and Legislation
  - The Overview of the Industrial Relations Act 1967
  - Protection of Rights of Workmen and Employer
  - Dispute Resolution – The Industrial Relations Department
- 

## MANAGING PEOPLE PERFORMANCE AND BEHAVIOUR

Managing Probationers & Conducting Performance Improvement Plans

- Overview of Employee Performance
  - The Process and Procedures of Managing Non-Performers
  - The employee on PIP (Performance Improvement Plan)
  - Establish the key performance standard
  - Establishing the contact points and monitoring during the probationary period
  - Communicating the performance gaps and non-performance to the probationer
  - Action plan or remedy to aid the probationer – training, coaching and mentoring
- 

## MANPOWER RESTRUCTURE & UTILIZATION

- Manpower Forecasting science and matrix design and development
  - Understanding the organisations or business units right number of people required, how to determine this and why
  - Manpower FTE Analysis and undertaking Manpower Restructure with what tools available to the business within the legal framework of the labour laws.
  - To understand the need for businesses to undertake restructure with validation and justification.
  - To understand and be able to execute timeline, communication strategies and action plan with post restructure organisational requirements.
- 

## MISCONDUCT PROCESS & HR DOCUMENTATION

Managing Minor and Major Misconduct and Types of Employment, Contracts & Documentation

- Terminology and Understanding of Employee documentation, the importance of each and discussing during interviews with prospective candidates. (Understanding and knowing what documentation to use, when, why and how.)
  - Understanding the pressures on people and business managers and HR Professionals to handle and manage disciplinary processes on misconduct effectively and efficiently.
  - To effectively communicate the requirements and standards of employee behaviour to prospective employees during interviews, the importance and the consequences associated to non-compliance.
- 

## CASE STUDY REVIEW, WORKSHOPS & SHRM EXAM

# HOW TO FIT STUDY INTO YOUR LIFE IN TODAY'S WORLD?

1



## Set goals and write list

Make a list of study and tick them off when you complete them. Not only will it motivate you and give you a sense of achievement, it will help you feel in control and reduce study stress.

2



## Make use of your downtime

Short study sessions help the synapses in your brain information much better than lots of information in long sessions. Chipping away at your studies regularly helps you avoid becoming overwhelmed and work towards achieving your study goals

3



## Know your distractions and limit them

If you know that a particular time of day or place doesn't suit your study habits, avoid it. Schedule your time of so that you can work in your ideal setting. Be ware of what does and does not work for you, and ensure you stick to it.

NOCN (National Open College Network) is an international awarding organisation regulated by the UK Government's Qualifications Regulator Ofqual.

NOCN has been providing a qualification and accreditation service to Colleges and Training Providers for 30 years in the UK and internationally.

Eduk8u Grad School Asia is a NOCN approved centre for the benefit of global learners, and is delighted to announce the approval of the **Postgraduate Certificate in People Management & Employment Relations Accredited Programme**.

It is an accredited leader in diversity and is proud of its reputation as a provider of fully accessible, trusted and flexible qualification and accreditation services.

EDUK8U Approved Centre No: C002533



The Society for Human Resource Management (SHRM) is the world's largest HR professional society, representing 300,000 members in more than 165 countries. For nearly seven decades, the Society has been the leading provider of resources serving the needs of HR professionals and advancing the practice of human resource management.



**Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time.**

- Thomas A. Edison



## COURSE FEES & DETAILS

- RM 8,500.00 per student + 6% SST
- An enrollment fee of RM 300.00
- 100% HRDC claimable
- Contact us to ask about other payment options available.

## REGISTRATION PROCEDURE

Application forms must be accompanied by:

- Updated resume
- Academic qualifications including transcript of results, certificates and other supporting documents
- A copy of identification card
- One passport size photograph

**Get In Touch With Us:**

 **+6012-5533654, or**  
 **info@eduk8u.com**

## ENTRY REQUIREMENTS

- A degree or diploma in any discipline from any recognised university with at least 1 year of work experience at executive level in HR OR
- Practicing HR professional with 3 years and above of working experience in HR field OR
- Practicing professional with 5 years and above of working experience in any field.

**Scholarship  
Application  
Available\***





## EGSA ADMISSION PATHWAY



Resume Review



Readiness  
Assessment  
Interview



Complete Documentation:

- Digital Registration Form (DRF)
- Literacy, Language & Literacy assessment (LLN)
- Graduate Admission Test (GAT, if applicable)
- Scholarship Application (if applicable)

Payment



Enrollment  
Acceptance



Official  
Admission



Meet Your Cohort &  
Study Information



Start Class!



Send your resume or share your LinkedIn profile to:  
[info@eduk8u.com](mailto:info@eduk8u.com)





**EDUK8U**  
Upskilling | Reskilling

**GRAD**  
SCHOOL ASIA




***"Study Local. Go Global"***

**EDUK8U GRAD SCHOOL ASIA**

Marwin Innovation Sdn Bhd (1268994-H)  
SO-20-07, Menara 1,  
KL Eco City, 3 Jalan Bangsar,  
59200 Kuala Lumpur, Malaysia

 [info@eduk8u.com](mailto:info@eduk8u.com)

 +6(012) 5533654