

Executive Diploma

COMPETENCY BASED HUMAN RESOURCE MANAGEMENT (HRM)

“ The primary driver is the talents that can fundamentally change the governance and facilities made available for the organization to thrive. ”

**13 Weeks
Online Course**

**Course Fee
MYR 9,900**

**Starting
1st JUNE
2020**



COMPETENCY BASED HUMAN RESOURCE MANAGEMENT (HRM)

Organizational performance excellence has long been argued to be pillared upon three fundamentals – its talent, governance (culture & norms) and the resources. Of these three elements the primary driver is the talents that can fundamentally change the governance and facilities made available for the organization to thrive.

In the private sector businesses sustainable competitive advantage is derived from the core competencies of its talent. Talent competency is even more critical in the services industry. The public sector for which there is little or no competition, that offers services, it is therefore incumbent to manage its human talent in an optimal manner for it to achieve excellence, for it to continuously meet the growing expectations of the various stakeholders, in an environment where public resources are reducing and accountability for their use is being demanded.

HRM has moved from the traditional model that relies on KPI, to a more future-oriented performance delivery. This future delivery performance approach takes into account the growing trend that the future workplace is more humane that develop the individual as well as the organization. Beyond delivering the target KPI, how that targets are achieved are also becoming important to ensure the continued excellence in delivery of the public services.



OBJECTIVES

To provide participants with the

- Concept of competency as the foundation to human resource management;
- Tools and concept to develop organizational competency framework;
- Understanding of how competency framework can be optimally used in human resource management, vis-à-vis recruitment, socialization into the organization (on-boarding), training and development, performance appraisal, succession planning and promotion; organizational separation.

PROGRAM SUMMARY

Duration:

13 weeks

Course Fee:

MYR 9,900

Pedagogy:

Lectures, discussions, cases, role play, action planning

Location:

Will be conducted online

Course Leader:

Professor Dato' Dr. Muhamad Jantan
Dr. Musa Ali

Pre-Program Preparation:

Readings & Videos; Reflections in the Workplace

WHO SHOULD TAKE THIS PROGRAMME?

The program is intended for senior officials at federal, state and local government involved planning and managing transformation agenda.

- Managers / Executives • Supervisors
- Project Managers • Team Leaders
- HR Practitioners • Young Executives



PROGRAM CONTENT



Introduction

- Competency in the Context of Organizational Excellence
- What is Competency?
- Categories of Competency
- Elements of Competency



Competency Framework

- Linking Competency Framework with Organizational Goals and Objectives
- Components of a Competency Framework – Clusters, Elements, Levels
- Process of Developing the Competency Framework
- Communicating the Competency Framework throughout the Organization



Framework Optimization in HRM

- Recruitment;
- Organizational Socialization (On-boarding);
- Training & Development
- Performance Appraisals – What and how targets are achieved?
- Succession Planning & Promotions;
- Organizational Separation – dealing with organizational competency gaps due employee leaving the organization

PROGRAM PEDAGOGY



Web Based Discussions

Understanding the pros & cons of competency based HRM in reality



Case Activity and Assignment:

Developing a Case for Participants Organization; Identifying how Competency-based HRM can be implemented and developing the action plan to ensure feasibility



Case Presentations



Assessment:

Participation; Quiz & Case Presentation



**6 to 12
hours/week**

Self-paced learning,
entirely **online**



WEEK/DAY		PHASE	ACTIVITIES
1	Friday (pm)	Chapter 1: Introduction	Webinar/Discussion of Topics
	Saturday (am)		Briefing of Introduction: Reading, Observing,
2	Monday - Thursday		Doing the Assignment of Chapter 1
	Saturday (am)		Submission of Assignment of Chapter 1
3	Monday - Thursday	Chapter 1: Introduction	Evaluate Assignment of Chapter 1 Submissions
	Friday (pm)		Webinar/Discussion of Assignment of Chapter 1
	Saturday (am)	Chapter 2: Competency Defined	Webinar/Discussion of Chapter 2
	Saturday (pm)		Briefing of Assignment for Chapter 2
4	Monday - Friday	Chapter 2: Competency Defined	Doing Assignment for Chapter 2
	Saturday (am)		Submission of Assignment of Chapter 2
5	Monday - Thursday	Chapter 2: Competency Defined	Evaluate Assignment of Chapter 2 Submissions
	Friday (pm)		Webinar/Discussion of Assignment of Chapter 2
	Saturday (am)	Chapter 3: Competency Framework	Webinar/Discussion of Chapter 3
	Saturday (pm)		Briefing of Assignment for Chapter 3
6	Monday - Friday	Chapter 3: Competency Framework	Doing Assignment for Chapter 2
	Saturday (am)		Submission of Assignment of Chapter 2
7	Monday - Thursday	Chapter 3: Competency Framework	Evaluate Assignment of Chapter 3 Submissions
	Friday (pm)		Webinar/Discussion of Assignment of Chapter 3
	Saturday (am)	Chapter 4a: Competency Framework (CF)	Webinar/Discussion of Chapter 4a
	Saturday (pm)		Briefing of Assignment for Chapter 4a
8	Monday - Friday	Chapter 4a: CF Optimization - Recruitment & Organizational Socialization	Doing Assignment for Chapter 4a
	Saturday (am)		Submission of Assignment of Chapter 4a
9	Monday - Thursday	Chapter 4a: CF Optimization - Recruitment & Organizational Socialization	Evaluate Assignment of Chapter 4a Submissions
	Friday (pm)		Webinar/Discussion of Assignment of Chapter 4a
	Saturday (am)	Chapter 4b: CF Optimization - Training & Development	Webinar/Discussion of Chapter 4b
	Saturday (pm)		Briefing of Assignment for Chapter 4b
10	Monday - Friday	Chapter 4b: CF Optimization - Training & Development	Doing Assignment for Chapter 4b
	Saturday (am)		Submission of Assignment of Chapter 4b
11	Monday - Thursday	Chapter 4b: CF Optimization - Training & Development	Evaluate Assignment of Chapter 4 Submissions
	Friday (pm)		Webinar/Discussion of Assignment of Chapter 4b
	Saturday (am)	Chapter 4c: CF Optimization - Performance Management	Webinar/Discussion of Chapter 4c
	Saturday (pm)		Briefing of Assignment for Chapter 4c & Succession Planning
12	Monday - Friday	Chapter 4b: CF Optimization - Training & Development	Doing Assignment for Chapter 4b
	Saturday (am)		Submission of Assignment of Chapter 4b
13	Monday - Thursday	Chapter 4c: CF Optimization - Performance Management	Evaluate Assignment of Chapter 4c Submissions
	Friday (pm)		Webinar/Discussion of Assignment of Chapter 4c & Succession Planning Conclusion

**Structure
Weekly:**

Discussion of the Assignment
of Previous Week

Briefing of the
Next Chapter

Discussion of the
New Assignment



Course Leader Profile




Prof. Dato' Dr. Muhamad Jantan, graduated with a B.Sc. (1st class) from the University of Warwick (1978), and a Ph.D from the University of Wales (1982), United Kingdom, he started his career with the Universiti Sains Malaysia, at the School of Mathematics. His current research interest and expertise lie in higher education policy with emphasis on pushing the national tertiary education to excellence. In this respect he has undertaken various projects for the Ministry of Higher Education such as "Improving Faculty Quality in Public Institution of Higher Learning", "Enhancing Quality of Faculty of Private Higher Education Institutions", "Internationalization and International Linkages of Institutes of Higher Education in the country", "Strategic Roadmap for Private Higher Education". He chairs the SETARA and D-SETARA committee to evaluate quality of Institutions of Higher Learning for all Higher Education Institutes (public and private) in their teaching and learning for Malaysian Qualifications Agency (MQA). He sits on the National Research University Evaluation Committee, Ministry Centers of Excellence, and various committees on Research grants schemes. In this capacity he developed the various measuring instruments such as MyRA (Malaysian Research Assessment), the HiCOE (Higher Education Center of Excellence) and TBS (Top Business School). He has also provide services in various capacities to private companies and agencies other than education, including Federation of Malaysian Manufacturers, INTEL, Motorola, Sharp-Roxy, Toray Industries Malaysia, Silitek Corporation, Matsushita, Siemens, Epson Precision, Invest Penang, SERI, Tourism Malaysia, Asian Development Bank, FAMA, TNRD, MIMOS, JASA, World Bank, Sistem Televisyen Malaysia, MPC, INTAN, etc.




Dr Musa Ali is the founder and director of PIPPA, Universiti Sains Malaysia. He also serves as the Registrar of Universiti Sains Malaysia. Holds a Master Degree in Public Administration from USM and Doctor of Human Resources Management from Murdoch University, Australia. He has written four books one of which, 'Transformasi Pengurusan Latihan Sektor Awam' was launched by the Minister of Higher Education in 2008. In 2015, his book "Transformasi Organisasi : Konsep dan Teknik Pelaksanaan" was published. In 2016, his book 'Organizational Transformation: Concepts and Implementation Techniques' was published by USM Publisher in collaboration with the Educational Competencies Consortium (ECC), United Kingdom and the book was also translated into Arabic in collaboration with the Universiti Sains Islam Malaysia (2019) and Japanese in collaboration with Japan Malaysia Association (2020). 'MyCPD', the lifelong learning system which he established, was launched by the Chief Secretary to the Government in 2008. In the same year, he was awarded a scholarship by the Centre for Creative Leadership, United States. He was also a certified facilitator for Benchmarks® SKILLSCOPE®, Prospector®, 360 BY DESIGN®, Executive Dimension ® and KEYS®. He has also served as a Human Resource Consultant for a Government Agency in Australia and was involved in developing the competency framework for that agency. He also successfully developed Human Resources Management System such as Continuous Professional Development (MyCPD), Succession Plan System (MyTalent), Job Analysis System (MyWorkProfiling) and a dashboard of HR (MyHR). Under his leadership PIPPA has collaborate with strategic partners in Australia, Japan, Middle East, South Korea, Europe, United States and various central and state agencies in Malaysia. He also has been appointed as Visiting Fellow at CED4- System Dynamics Group, University of Palermo, Italy, advisory panel for the Institute of Local Government, UUM, Adjunct Professor (Talent Management) at the DRB-Hicom University and Advisor to an IT company based in Australia.

**For more information,
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