SEMINAR ON HR BEST PRACTICES FOR SMEs

22 SEPTEMBER 2011(THURSDAY), THE ZONE REGENCY HOTEL, JOHOR

Pembangunan Sumber Manusia Berhad (PSMB) will be organising a Seminar for Small and Medium Enterprises (SMEs) with an objective to provide information on the **HR Best Practices** for SMEs.

PSMB is glad to invite you to this event with the following details:

AGENDA

9:00 am - 9:30 am
Arrival and Registration of Participants

9:30 am – 10.00 am
Welcoming Address by
Mr. Amirnuddin bin Mazlan
Chief Executive,
Pembangunan Sumber Manusia Berhad

10:00 am – 11:00 am
HR Best Practices 1: e-HR
Speaker : TBA

11:00 am – 11:30 am
Tea Break

11:30 am – 12:30 pm
HR Best Practices 2: Recruitment & Selection
Speaker : TBA

12:30 pm – 2:00 pm
Networking Lunch

2:00 pm – 3:00 pm
HR Best Practices 3: Performance Management System
Speaker : TBA

3:00 pm – 4:00 pm
HR Best Practices 4: Talent Management
Speaker : TBA

4:00 pm – 4:30 pm
Tea Break / End of Seminar

NO PAYMENT** is required as this event is **FULLY SPONSORED** by **PSMB

Note: All activities are subject to changes in the best interest of the event.

Admission is free, however participants are requested to register by returning this Registration Confirmation Slip.
Seats for this seminar are on first come first serve basis.

Company Name:.....
Tel:..... Fax:..... Email: .....
Address:……
……
Please register the following participant(s):
Are you a HRDF Contributer

☐ **Yes**
PSMB Employer Code Number : ☐☐☐☐☐☐☐☐☐ **OR**
MyCoid (ROC/ROB/ROS) : ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

☐ **No**

Meal Preference: ☐ Non Vegetarian ☐ Vegetarian

No	*Name*	*Designation*	*I/C No.*

For further enquiry, please call Mr. Mohd Nazri Sabri at 03-2096 4895 or Pn. Zailifah 03-2096 4705.
Please fax your registration to 03-2096 4907 / 03-2087 6345 before 13 September 2011.