

Mastering Staff Performance & Discipline: Clear Roles, Confident Leadership

The Essential HR Compliance Training System for Every
Manager



HR Compliance Training System for managers

(Subscription Information Pack)

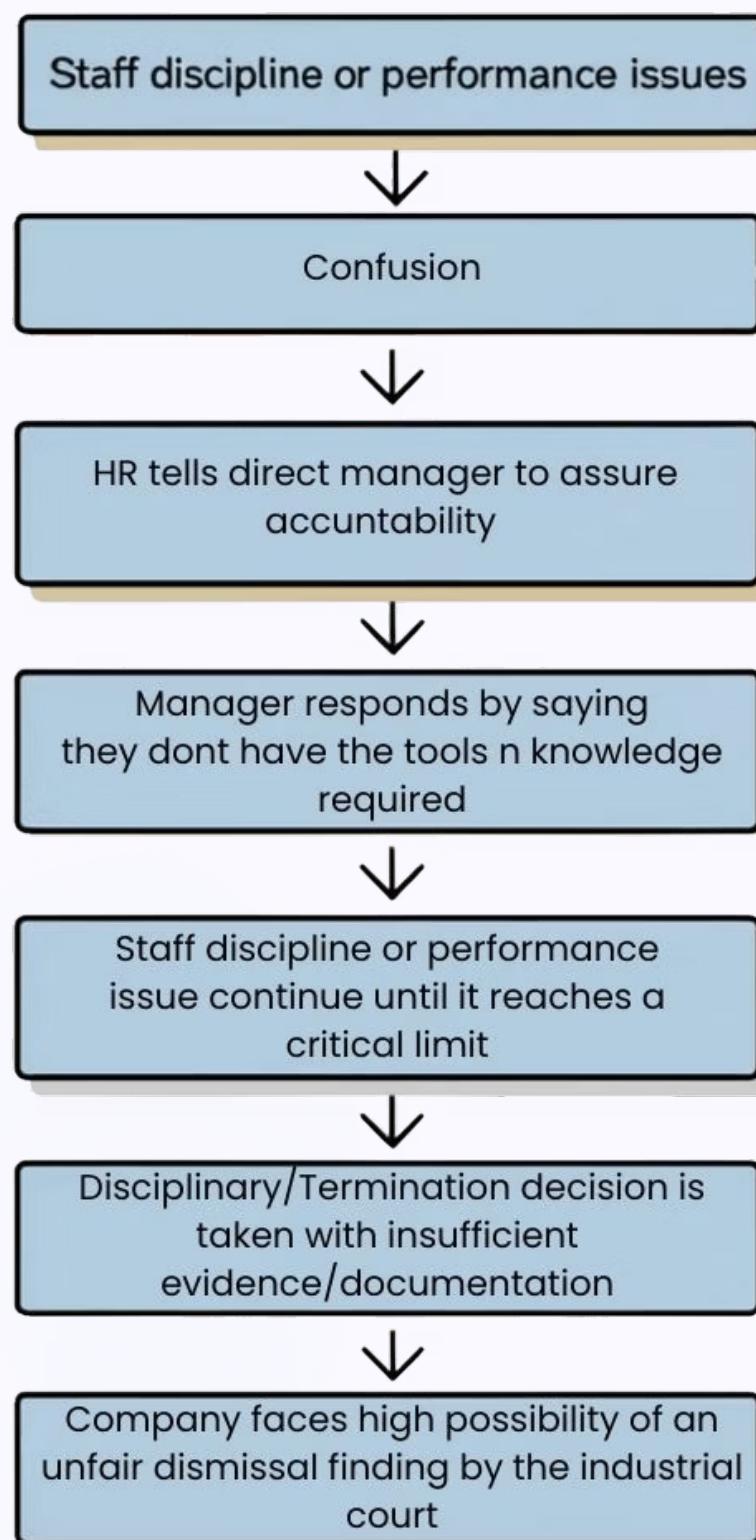
Human Capital Sdn Bhd (1171487-T)

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The Problem

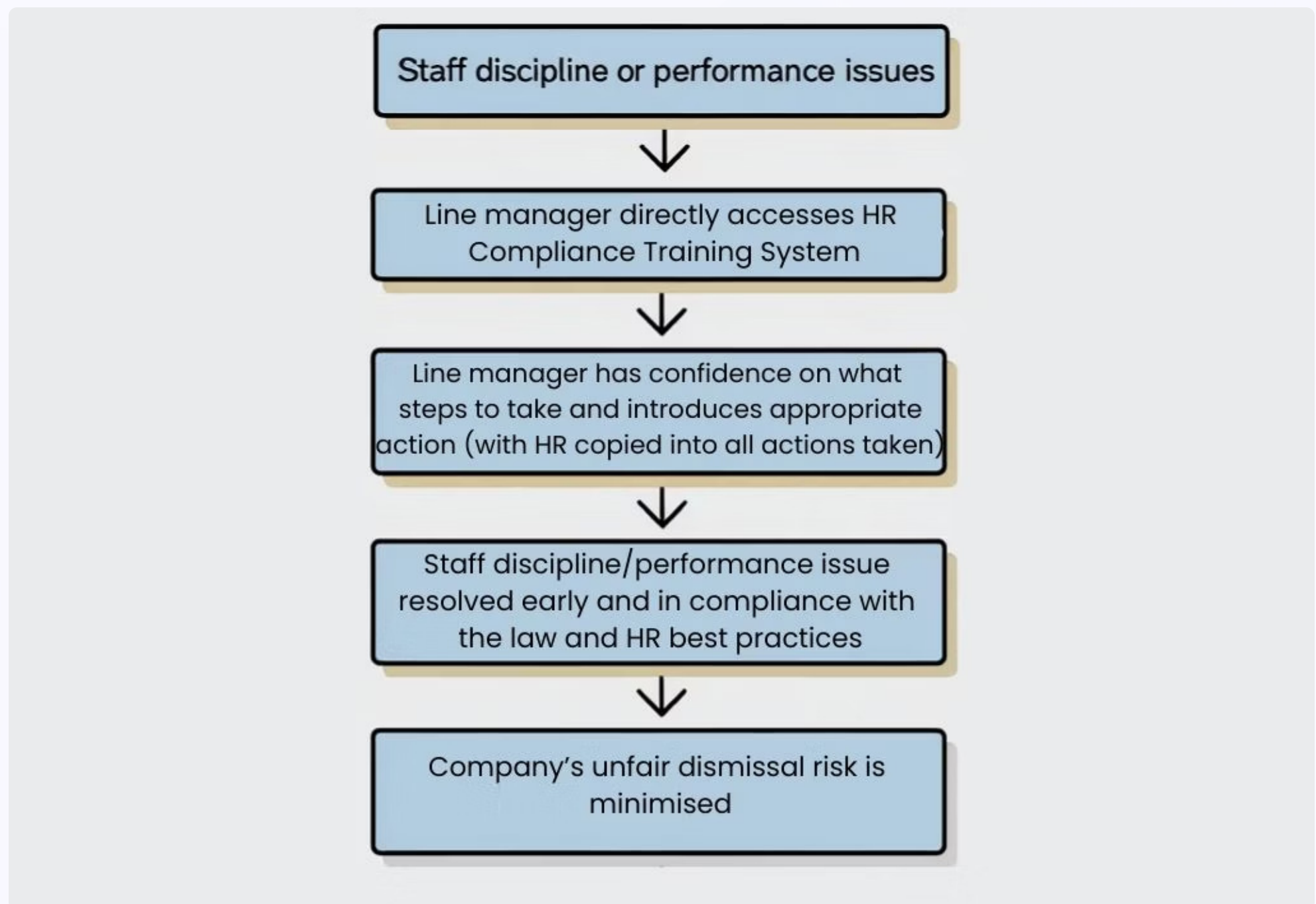
Where it comes to assuming accountability for managing staff discipline and performance - both HR and IR managers are at odds. Line managers think that HR should manage their department staffing issues directly because they lack the subject matter expertise and knowledge. The reality however is the law mandates that **'the direct/line manager assume accountability'** for proving that he or she had been fair in managing the staff's performance or disciplinary issue.



The Solution

The HR Compliance Training System for Managers

Line managers complain that they lack a clear, detailed step-by-step SOP guide telling them what to do in managing their range of discipline and performance issues. The HR Compliance Training System for Managers fills this void with a clear step-by-step guide on how to manage your organisation's complete range of disciplinary, productivity and performance scenarios.



What Is The HR Compliance Training System For Managers

The HR Compliance Training System for Managers has been developed as a one-stop online training and guidance tool for managers in managing their day to day staff productivity, performance, and discipline issues. Developed in 2012, this system guides managers and supervisors in your organisation with the specific steps they need to take in managing their day to day staffing issues ranging from absences, late-coming, poor performance, misconducts on to compliance issues with the Personal Data Protection Act.

The system has **31 modules** covering practically every discipline and performance issue ranging from late coming, absenteeism, work from home (WFH) issues, medical leave abuses, managing probationers, managing underperforming staff and how to manage major misconducts. Under each 31 modules, the following steps are presented:

- Step 1 Presentation of Scenarios
- Step 2 Interactive Questionnaire
- Step 3 The Law and Company Policy
- Step 4 Full Solution with Process Flow
- Step 5 Documents, Forms and Letters
- Step 6 Take the Test

This system is available online, giving your managers the flexibility to learn and view solutions to their HR issues AT THEIR OWN PACE. The system is also **100% claimable** under the Human Resource Development Corp or Pembangunan Sumber Manusia Berhad (PSMB) through its SBL - Khas programme.

Step One – Presentation of Scenarios

The screenshot displays the 'Employee / Industrial Relations' training module on the ircompliance.com website. The interface includes a dark blue sidebar with a 'Scenarios' menu and a list of topics: Work From Home, Job Orientation, Probation, Absenteeism, Late Coming and Medical Leave Abuses, Confirmed Employees (Performance Issues), Confirmed Employees (Transfer), Harassment, Confirmed Employees (Misconduct), Personal Data Protection Act, and Exit Interview. The main content area features a header for 'Employee / Industrial Relations Guide For Managers' and a 'Welcome' message. A list of six steps is provided, starting with 'Step 1 – Presentation of Scenarios'. A note indicates that each module typically takes 15 to 20 minutes and that progress is saved. A final note states that a certificate of completion will be issued upon passing a 20-minute test.

Employee / Industrial Relations Guide For Managers

Welcome to the Employee / Industrial Relations Guide For Managers

The system has 36 modules covering practically every discipline and performance issue ranging from late coming, absenteeism, work from home (WFH) issues, medical leave abuses, managing probationers, managing underperforming staff and how to manage major misconducts. Under each of the 36 modules, the following steps are presented:

- Step 1 – Presentation of Scenarios
- Step 2 – Interactive Questionnaire
- Step 3 – The Law and Company Policy
- Step 4 – Full Solution with Process Flow
- Step 5 – Documents, Forms and Letters
- Step 6 – Take the Test

Please note that it will typically take you between 15 to 20 minutes per module/scenario depending on how fast you absorb the materials presented. Your progress will be saved and you can come back at a later time to continue where you last left off.

Upon completing each scenario's questionnaire, you will be required to take a twenty minute test. Following passing of the test, a certificate of successful completion will be issued certifying you as competent to handle HR compliance issues.

Choose from a comprehensive range of staff discipline, productivity and performance issue and the system guides you on a step by step basis on what you need to do. A total of 31 scenarios/modules are covered and all your managers have to do is click on the scenario that relates to their underlying issue to begin the tutorial guide.

The Six-Step Process

01

Presentation of Scenarios

Choose from a comprehensive range of staff discipline, productivity and performance issue and the system guides you on a step by step basis on what you need to do.

03

What the Law/Company Policy States on the Issue

Find out what the law and company policy states on the issue here to ensure that the next action you take is in line with legal and company requirements.

05

Documents, Forms and Letters

Click on the relevant HR Document to issue the relevant letter/document required to be sent to the staff in managing the issue.

02

Interactive Questionnaire

Take a brief Question & Answer tutorial online in helping you understand what you need to do in navigating/resolving this issue from start to finish.

04

Full Solution with Process Flow

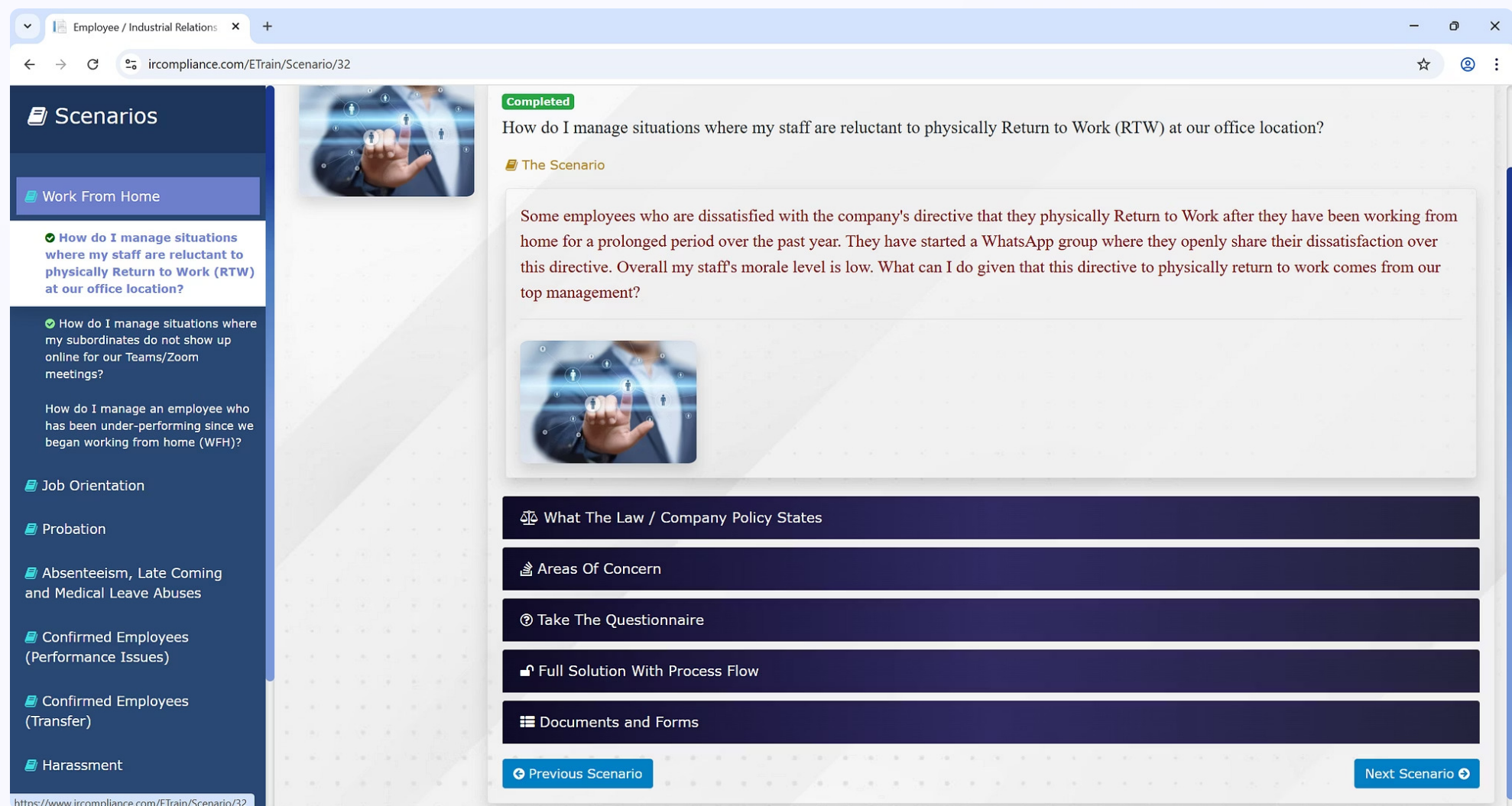
Find out what is the specific action steps you need to take from start to finish, including clarity on where HR and the Line Manager's role is in solving the issue.

06

Take the Test

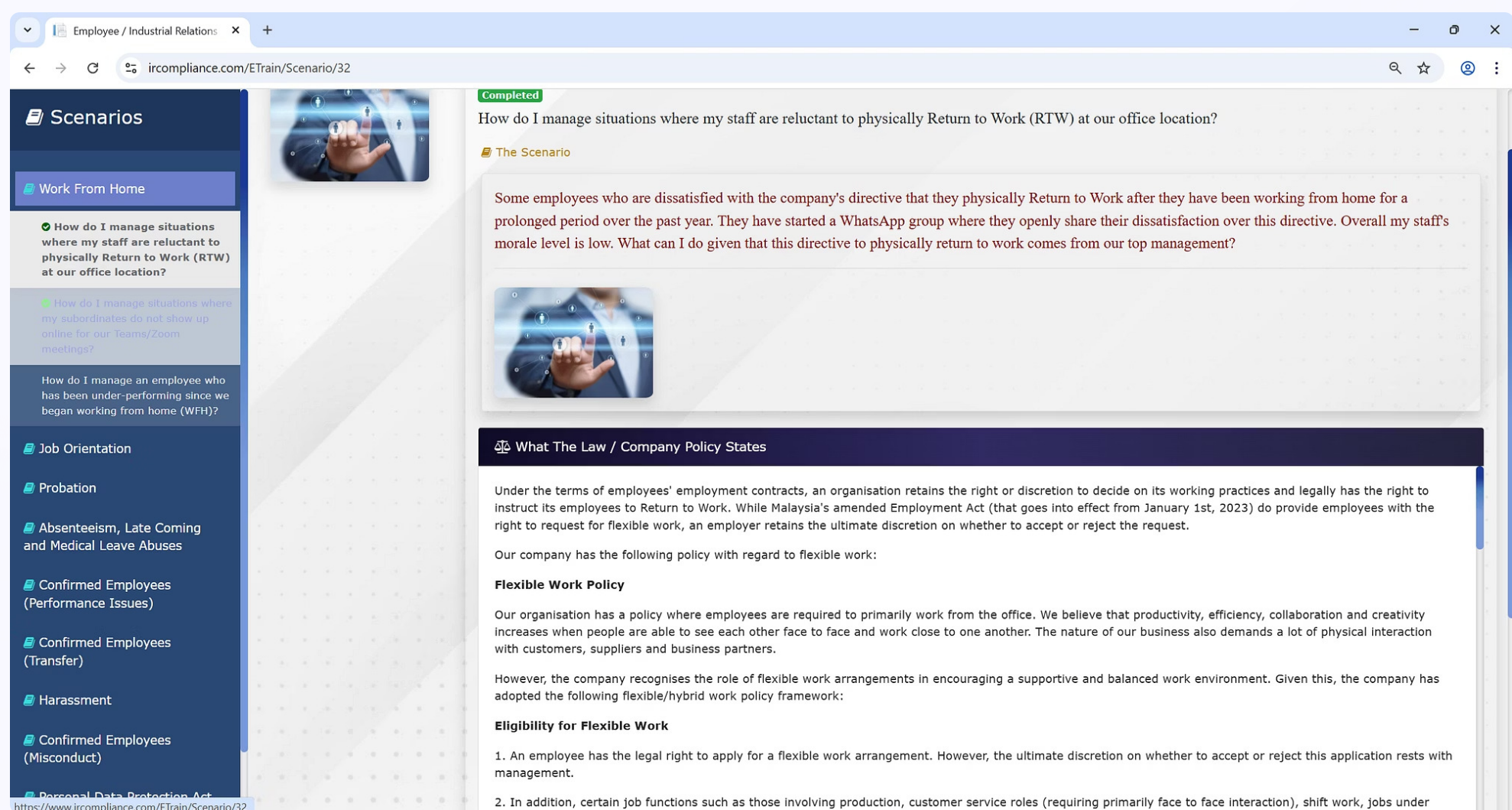
Once the manager has viewed all 31 modules, he or she can take a final test to assess his or her competence level in managing their staff discipline, productivity and performance issues.

Step Two – Interactive Questionnaire



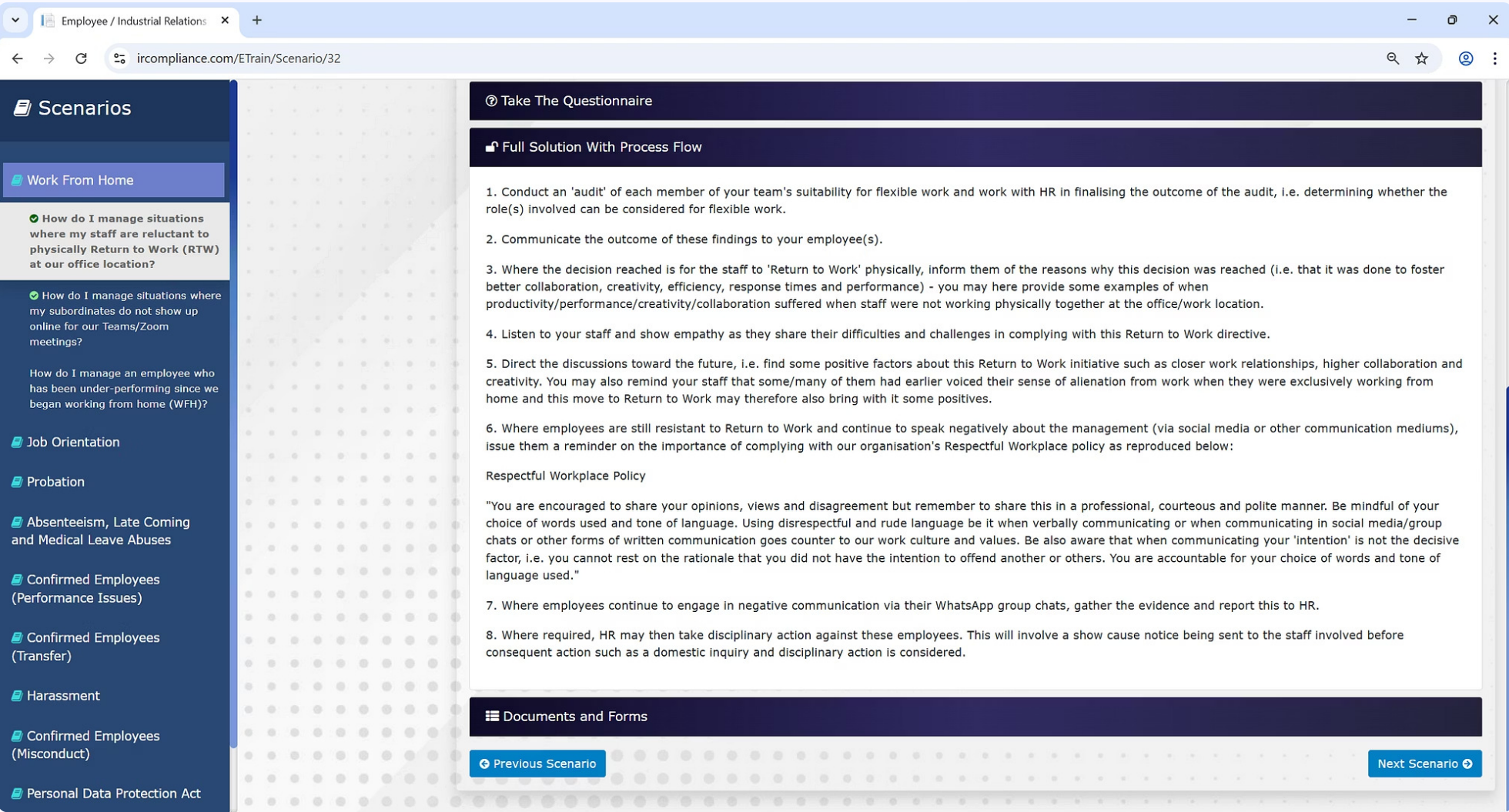
Take a brief Question & Answer tutorial online in helping you understand what you need to do in navigating/resolving this issue from start to finish.

Step Three – What the Law/Company Policy States on the Issue



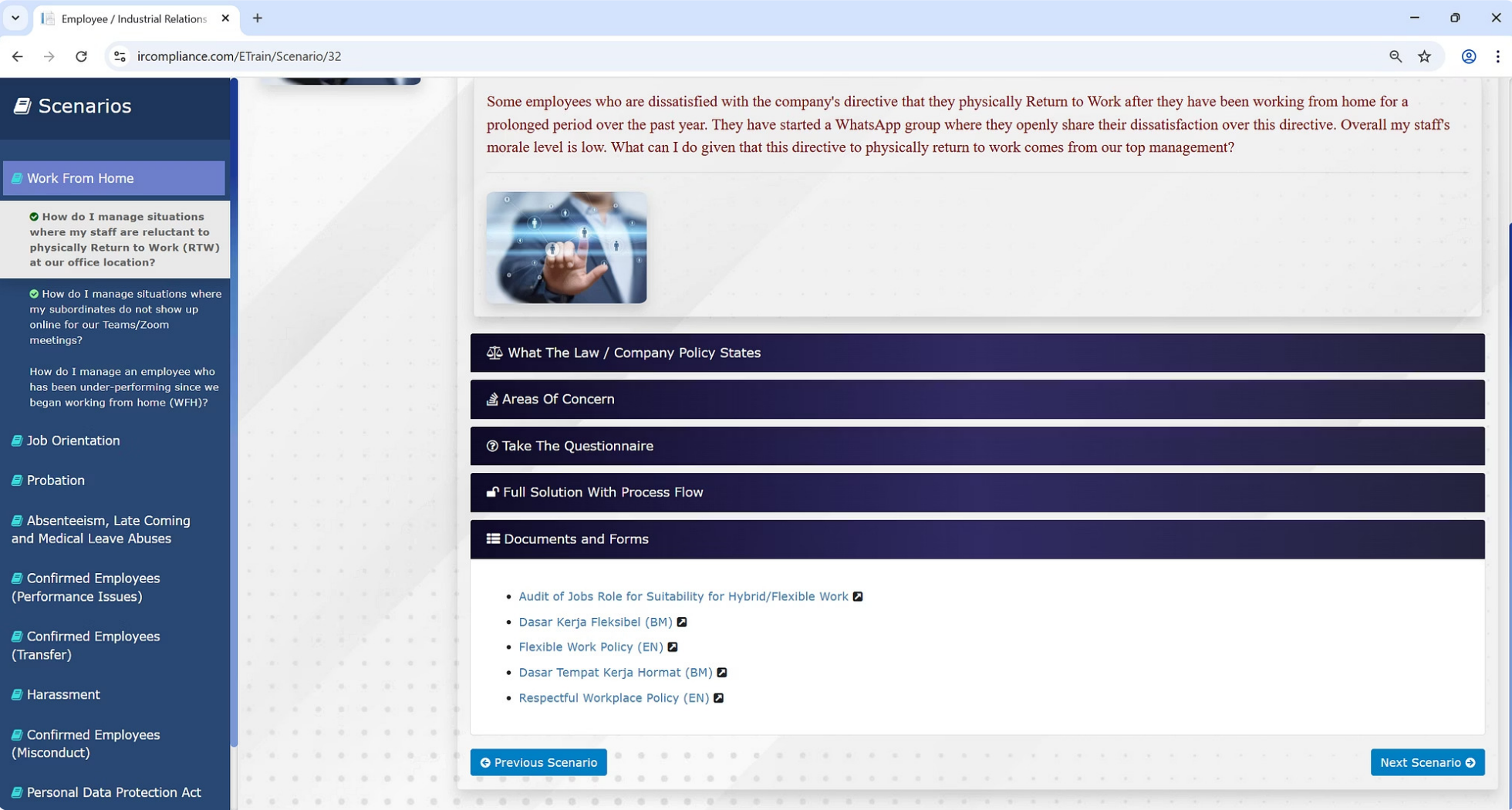
Find out what the law and company policy states on the issue here to ensure that the next action you take is in line with legal and company requirements.

Step Four – Full Solution with Process Flow



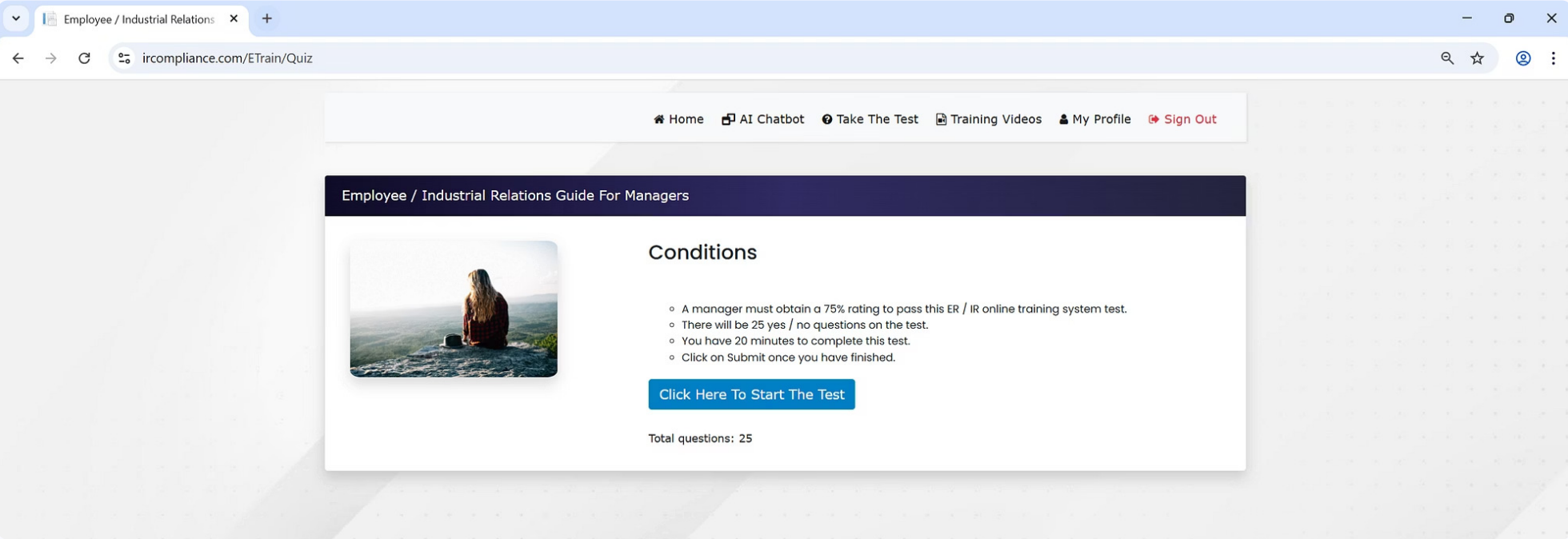
Find out what is the specific action steps you need to take from start to finish, including clarity on where HR and the Line Manager's role is in solving the issue.

Step Five – Documents, Forms and Letters



Click on the relevant HR Document to issue the relevant letter/document required to be sent to the staff in managing the issue.

Step Six – Take the Test



Once the manager has viewed all 31 modules, he or she can take a final test to assess his or her competence level in managing their staff discipline, productivity and performance issues.

Benefits of Subscribing to The HR Compliance Training System For Managers



Clear SOP Guide

Managers no longer have the excuse of saying they don't have a clear step-by-step SOP guide in telling them exactly what to do in managing their staffing issues.



Uniformity

Uniformity in terms of managers' understanding of where theirs' and HR's role is when it comes to managing staffing problems.



On-Demand Learning

Manager's cannot use the excuse that they have no time to attend training as the system is accessible online giving them the freedom to access and learn at their own pace. Best of all, learning is achieved on demand whereby managers can find out the solution to their HR issue when they are actually faced with the problem in real-time.



Single Reference Point

All related guides on what managers are expected to do when managing their range of discipline, productivity and performance issues are made available to them via a single reference point - thereby reducing uncertainty and confusion



Reduce Training Costs

Reduce your training costs in terms of training your managers on HR Compliance issues while enjoying the security of having on-demand answers to your HR issues.



Flexible Access

Training/learning can be done anywhere and anytime at the manager's convenience.

Endorsements on The HR Compliance Training System

"One of my KPI's for the year was to have zero cases referred to the IR department for this year. We achieved this and the HR Compliance Training System helped us meet this objective by giving our managers the guidance and confidence to proactively manage their day to day staffing discipline and performance issues." -

HR Director, Malaysian IT Based PLC

"We keep telling our line managers that managing their staffing performance and discipline issues is part and parcel of their managerial responsibilities. They in turn have said that they need a clear SOP guide to manage every single disciplinary issue, from one day absences, performance, misconducts to medical issues. With the HR Compliance Training System, we are now able to give this to them and they in turn now cannot say that they don't have the tools to manage their staffing issues." - **Head of Human Capital, Malaysia (Fortune 500 Based US Multinational)**