



Roles and Responsibilities of HR in a Construction Company

COURSE CODE: C-HR-05

LEVEL: Basic to Intermediate

LANGUAGE: Bahasa & English

OVERVIEW

Human resources isn't only for office workers. It's just as important to the men and women in the construction industry who build the homes, high rises, and highways we depend on. The success of every construction project depends on the workers and managers who complete it, so the department in charge of that workforce - HR - plays a vital role.

However, human resource management in construction projects has its share of unique challenges. Implementing, keeping track of, and enforcing human resources policies can sometimes be more complicated than in other industries. In this course, you'll learn about the critical roles and responsibilities of HR in construction companies, and we'll explain successful HR strategies for construction companies that can help your firm overcome common HR challenges and gain a competitive edge.

OBJECTIVES

At this program's conclusion, participants should be able to:

- Understand HR's role as a vital contributor to your organization's success
- Discover strategies to attract and retain top talent
- Examine best practices for managing performance and creating compensation, training and benefit systems that drive bottom-line results
- Identify and deal with potentially explosive issues with an eye to both legal requirements and the needs of your business
- Analyze HR issues and develop action plans you can implement in your organization
- See how HR and non-HR functions in every organization can create an effective, complementary work environment

COURSE DURATION

2 days (9am—5pm)

Tea Breaks: 10:30am & 3:30pm. | Lunch: 1:00pm-2:00pm

Note: Please contact our office for Training Date or visit our website for details (www.zohlgrou.com/mdc)

METHODOLOGY

This program will be conducted with:

- Interactive Lecturers
- PowerPoint presentation
- Discussions
- Practical Exercise
- Role Play

TARGET AUDIENCE

HR practitioners with less than three years' experience; non-HR practitioners with HR responsibilities; more experienced HR professionals seeking a fast-paced review of the role of HR in today's rapidly-evolving workplace.

LOCATION

Mindset Discovery Center™@ZOHL, Bandar Sri Damansara, Kuala Lumpur or Client's Preferred Location or selected venue in the Region(s)

COURSE CONTENT

Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module 2: What Are the Responsibilities of Human Resources Management in Construction?

- Forecasting
- Hiring
- Training
- Compensation and benefits plans
- Worker safety
- Employee retention
- Compliance

Module 3: Importance of Human Resources Management in Construction Projects

- Skills Shortage
- Industry Training
- Worker Safety
- Employee and Independent Contractor Retention
- Diverse Workforce
- Temporary Workers
- Legal Compliance

Module 4: HR Strategies for a Construction Company

- Hiring and Recruiting
 - ◊ Leverage the Most Effective Mediums to Reach Talent
 - ◊ Offer a Competitive Package
- Training and Development
 - ◊ Implement a Comprehensive Onboarding Process
 - ◊ Create an Ongoing Training Policy
- Worker Safety
 - ◊ Establish Comprehensive Safety Plans
 - ◊ Emphasize the Importance of Healthcare
- Retention
 - ◊ Institute Channels of Communication
 - ◊ Set Up a Mentorship Program

Module 5: How HR in Construction Can Provide a Competitive Edge

- Welfare of Employees
- How to Achieve Employees full Potential
- HR Industry Best Practices in Construction Companies

Module 6: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

Customized In-House Training Program is available in the following areas:

Accounting & Finance | Administrative Skills | Career Development | Human Resources | Personal Development | Sales & Marketing | Leadership & Management | Workplace Essentials | Digital & Social Media Marketing | Cust Svc | SCM | Entrepreneurship | Soft Skills | HSE | Engineering | Telecoms | ICT | ISO | PM | TQM

CALL US FOR DETAILS or VISIT OUR WEBSITE AT WWW.ZOHLGROUP.COM



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CIDB

www.zohlgroupp.com

COURSE FEE

PHYSICAL CLASSROOM (FACE-TO-FACE)

Peninsular Malaysia

- **With Green Card: RM530.00** per person incl. 6% SST
- **Without Green Card: RM636.00** per person incl. 6% SST

Sabah & Sarawak

- **With Green Card: RM636.00** per person incl. 6% SST
 - **Without Green Card: RM742.00** per person incl. 6% SST
- (Fee inclusive of Course Material, Attendance Certificate, and Meals)

ONLINE

- **With Green Card: RM477.00** per person incl. 6% SST
- **Without Green Card: RM530.00** per person incl. 6% SST

CERTIFICATE

Participants will be issued a Certificate of Attendance/ Accomplishment upon successful completion of this training program. Full attendance is a pre-requisite.

CIDB CCD Points

20 (for CIDB-Registered Companies)

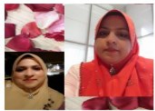
REGISTRATION METHOD

1. **Online:** <https://zohlgroupp.com/mdc/cidb-registration/> **OR**
2. Download this brochure at: <https://zohlgroupp.com/mdc/cidb-brochure/> and fill up the required information. Then please **fax** to: 03.6279.0663
3. Or contact our office at: 03.6279.9276 / 013.398.1038

FACILITATOR

AZIZAH BT MOHD IBRAHIM - HR, Softskills, Leadership

Pn Azizah brings herself into this training field from a wealth of knowledge and experience from diverse fields. She started her career as a Lecturer whilst being involved in curriculum development and Human Resources Consultancy. She has also held a senior management position in a Corporate Organization specializing Training and Development.



As a trainer and consultant, Azizah has conducted extensive trainings starting from schools for both primary and secondary, various public and private universities and colleges, for student development programs, youth development programs, also corporate organizations, as well as government agencies.

By having experience in these fields, as well as content development, Azizah has the ability to develop modules for the training programs upon the needs and requirements of her clients. Having strong believe in a cluster of related knowledge, skills, and attitudes that affects a major part of one's life as a role and responsibility, that correlates with performance and achievements in life, that can be measured against well-accepted standards, and that can be improved via training and development.

Driven by an intense passion in self-development and being a firm believer on motivating self and others, for GREATER SUCCESS!!!. Azizah is actively promoting and propagating the passion to share.

*Note: Trainer availability is subject to



REGISTRATION FORM

Participant : _____

Position : _____

IC No: _____

Note: please duplicate this page for multiple participants' registrations

Green Card No: _____ (only if it is applicable)

CIDB Grade G : _____ (only if it is applicable)

Training Date: _____

Training Venue: _____

Organization: _____

Address: _____

Contact Person: _____

Position: _____

Tel: _____

Fax: _____

Email: _____

Company Website: _____

PAYMENT

CASH: RM _____ **OR**

CHEQUE No: _____

Please fax your bank-in slip to 03.6279.0663 or scan your bank-in slip and email to plbk@zohlgroupp.com

*Please make your cheque payable to:

ZOHL Consultancy Sdn Bhd



Account No:
514392303373

Signature & Company Stamp

Note:

- Date & venue of seminar subject to changes
- Payment must be made 7 days before the training date
- Registration cancelled 7 days prior to the event is subject to RM100 service charge per participant
- No refunds for notice received less than 7 days prior to the event. A substitution may be made at any time at no extra charge.
- Program content may change subject to revision by our consultants from time to time.
- Full fee is required with your registration. 5% Group discount is available - min 3 pax.

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Sebarang pertanyaan sila hubungi Cik Niesa
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