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**MALAYSIA  
HR FORUM**

**CALLING ON ALL UNEMPLOYED  
GRADUATES!**

**100% Online** 

# ASSOCIATE HR PROFESSIONAL (AHRP) CERTIFICATE

**REGISTRATION FEE**  
**RM49.00** excl. SST  
(e-Materials and  
e-Certification),  
(Training fees absorbed by  
Malaysia HR Forum)

**Ready to launch your HR career, from anywhere?**

Because talent shouldn't be stuck in traffic. The **Associate HR Professional (AHRP) Certificate** is back, and this time it's going fully online. No commute. No blazers required. Just five focused days of essential HR knowledge, practical tools, and job market readiness, all delivered to you, wherever you are.

**What's in it for you?**

- Learn the basics of how HR works in an organisation
- Understand common HR tasks and why they are important
- Get practical exposure through activities, discussions, and real-life examples.

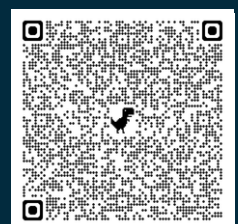
**Online Class**

**Date: 8 to 12 September 2025,  
Monday to Friday  
Time: 9.00am - 5.00pm**

**Online HR Career Fair**

**Date: 13 September 2025,  
Saturday  
Time: 9.00am - 1.00pm**

**SCAN TO  
REGISTER!**



Sophie: **010-861 1851**



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# Introduction

This programme introduces participants to key functions in Human Resources, including HR operations, documentation, and policy implementation. It also equips individuals with fundamental career skills such as resume writing, interview preparation, and professional etiquette.

Participants will explore recruitment strategies, candidate experience, and AI-supported hiring tools, while gaining foundational knowledge in employment law and industrial relations.

The programme also provides an overview of compensation structures, employee benefits, and total rewards, with a focus on HR data storytelling and its application in shaping reward strategies.

## Objectives

### HR Operations

- Learn the fundamentals of HR operations including HR documentation, compliance and the development and implementation of HR policies and procedures.

### Career Planning & Interview Preparation

- Improve resume writing techniques, job interview skills and professional etiquette to increase your chances of landing your desired job.

### Recruitment & Retention

- Master the art of candidate sourcing, screening and interviewing to gain insights into effective recruitment strategies and techniques.

### Employment Law & Industrial Relations

- Explore the principles of industrial relations, fundamentals of employment law and develop skills in conflict resolution.

### Compensation & Benefits

- Understand various compensation structures, learn how to conduct salary benchmarking and design comprehensive employee benefits programs.



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# Course Outline

## Module 1: HR Operations – 8/9/2025

- Introduction to HR Operations
- HR Documentation and Compliance
- Understanding HR Policies and Procedures

## Module 2: Career Planning & Interview Preparation – 9/9/2025

- Effective Resume Writing Techniques
- Preparing for Job Interviews
- Professional Etiquette

## Module 3: Recruitment & Retention – 10/9/2025

- Recruitment Process Management & Candidate Experience
- Leveraging on AI for an Efficient Hiring Process
- Interviewing Techniques & Best Practices
- Behavioural and Competency Interviews

## Module 4: Employment Law & Industrial Relations – 11/9/2025

- Fundamentals of Employment Law
- Introduction to Industrial Relations

## Module 5: Compensation & Benefits 12/9/2025

- Overview of Compensation Structures
- Employee Benefits Programs
- Overview of Total Rewards
- HR Data Storytelling
- Application of HR Data in Total Rewards (TR)



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# Targeted Participants

This programme is open to all fresh graduates.



# Learning Outcomes

- Learn the basics of how HR works in an organisation
- Understand common HR tasks and why they are important
- Get practical exposure through activities, discussions, and real-life examples.



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# Trainer's Profile

## Ms. Juliana Philip

Juliana Philip is an experienced HR Professional that has vast and in depth working experience in the field of Human Resources. Her knowledge domain expands through an entire employee life cycle, from attraction, selection until post employment. From her past 16 years of experience, she has learnt through leadership and non leadership roles. Her main focus is in gaining in depth knowledge in every HR domain so she can be a well rounded practitioner.



Since her separation from employment in Jan 2023, she has been freelancing as a HR trainer after obtaining her TTT certification. Whilst she has vast experience in training prior to obtaining the certification, she has started building up her base from scratch.

## Dato' Dr Lim Weng Khuan

Dato' Dr. Lim was an ex-Investigating Officer attached to the Commercial Crimes Division of the Royal Malaysia Police. He has more than 32 years of hands-on experience in Human Resources and Industrial Relations serving in companies that include Maybank, Lion Group, Hong Leong Group, F&N Group, HSBC Bank and Tan Chong Group.



He served as a member of the Industrial Court Panel representing employers (7 terms), a Council member of MEF (3 terms) and served as a member of the National Labour Advisory Council (NLAC) for 6 years. His last position was as Regional Director of PR, Security & Strategic HR of TCIE Vietnam based in Da Nang, Vietnam, overseeing Myanmar, Cambodia and Laos.

## Thenmoli Boyd

With nearly a decade of experience in Learning and Development (L&D), Talent Development, and Succession Planning, Mollie brings a strategic and forward-thinking approach to every training program. Her expertise lies in designing and implementing Skills and Competencies Matrices that provide clear pathways for employee growth and role clarity, ensuring that organisations are equipped with a skilled, future-ready workforce.



Mollie's work spans Succession Planning and the full cycle of Training and Development —from conducting detailed Learning Needs Assessments to creating targeted, high-impact training sessions.



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