



Credible College

TRAINING HRD

HUMAN RESOURCES DEVELOPMENT

LEVEL STAFF / OFFICER

1. Introduction To HR Job Function
2. Characteristic of HR Personel
3. Challenge for HR Personel
4. Development of HR Personel
5. Labour Laws and Regulations
6. Manpower Planning
7. Recruitment and Selection
8. HR Administration, Training and Development
9. Management of Compensation and Benefit,
10. Industrial Relation
11. Payroll, Employee, Reward and Recognition
12. Work Agreement, Company Regulation, Collective Labour Agreement and Expatriate
13. Communication Handle the Difficult Employees
Employee Angement by Attitude Exercise Approach

JADWAL KELAS

Pertemuan	8 Sesi @ 3 Jam
Jadwal	Sabtu & Minggu
Pukul	13.30 - 16.30

BIAYA

B. Pendaftaran	: Rp	300.000,-
B. Pendidikan	: Rp	4.000.000,-
B. Sertifikat Lembaga	: Rp	250.000,-