

Program Objectives

Opportunity for experienced workforce
with SPM or without formal
qualifications to study an **Executive
Degree (Non-MQA)**

OR

Mastery Talent Management skills

Within 6-12 months you can **Complete
Your Studies**

Your Experience count! You can be
exempted up to 2 modules

Master
the skills
& earn an
Executive
Degree

Executive Degree in Talent Management ** (EDiTM)

** This is a Non-MQA Accredited programme **

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Subang Jaya

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WHO SHOULD ATTEND?

All workforce above 21 years old, having minimum 4-5 years' working experience, currently employed in any fields or professions or unemployed are encouraged to participate. As long as you inspire to sharpen your skills and willing to allocate some of your valuable time, we will help you to achieve your Executive Degree or improve competency in specific areas within the scope of this program. It will help in your career growth, because of the skills and competencies you gained during the course making you well prepared for a better position.

Learning For Life, A Journey to Excellence

Program Introduction

This program consist of 6 independent modules with 14 coaching hours for each module, spreading across 6-12 months duration.

- ***In-house or public program***
- ***Course fees via HRDF or company/personal account***
- ***Face-to-face coaching***
- ***Free HR system for each module***
- ***Course to be completed withing 24 months***
- ***Course schedule TBD***
- ***Work-related assessment for each module***

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Course Content

M1: Talent Acquisition – talent plan, sourcing, selection methods, induction-culture assimilation, talent acquisition tools, assignment.

M2: Performance Coaching – corporate & functional objectives, individual SMART goals, performance assessment, coaching and feedback, engagement, performance management tools, assignment.

M3: Rewards & Recognitions – job & pay structure, reward programs, recognition programs, com & ben benchmarking, reward & recognition tools, assignment.

M4: Individual Development – skill inventory, career pathing, career goals, development strategies current-future roles, skill inventory tools, assignment.

M5: Counterproductive Work Behaviour Management – code of conduct, disciplinary management (procedure, investigating, charging, warning, DI), grievance management, managing nonperformer, merit-demerit tool, assignment.

M6: Leading a Team – leadership skills, effective leadership styles, personality assessment, leadership development, assignment.

Module 1: Talent acquisition

- 1.1 Talent plan
- 1.2 Selection
- 1.3 Induction
- 1.4 Talent acquisition tool
- 1.5 Assignment

Module 2: Performance coaching

- 2.1 Goal setting
- 2.2 Assessment
- 2.3 Feedback
- 2.4 Performance management tool
- 2.5 Assignment

Module 3: Reward & Recognition

- 3.1 Job & pay structure
- 3.2 Reward plan
- 3.3 Recognition programs
- 3.4 Reward & recognition tool
- 3.5 Assignment

Module 4: Individual Development

- 4.1 Skill inventory
- 4.2 Training need analysis
- 4.3 Individual development plan
- 4.4 Skill inventory tool
- 4.5 Assignment

Module 5: Counterproductive Behaviour Management

- 5.1 Code of conduct & policy
- 5.2 Disciplinary procedure
- 5.3 Managing non-performer
- 5.4 Merit & demerit tool
- 5.5 Assignment

Module 6: Leading a Team

- 6.1 Leadership quality
- 6.2 Effective leadership styles
- 6.3 Critical leadership skills
- 6.4 Assignment



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From a Professional to another Professional

Dr. Ewen Nendi
Coach, Trainer
DBA, Founder & CEO
Hi3 HRApps Sdn Bhd

COACH PROFILE

Dr Ewen, DBA, is the CEO and Founder of Hi3 HRApps Sdn Bhd. He designs and implements training programs, coaching, mentoring and consulting works for Local & International clients. Prior to founding his own company, he was a HR Practitioner with several MNCs for more than 30 years, namely, Quantum Storage, Iomega, Dell Computer, Smart Modular etc. He held several Senior HR Position and rose through the ranks to Site Director & Regional Director. He holds a Bachelor Degree in Economics, Master in Human Resource Management & Master in Business Administration prior to his doctoral research in the domain of Psychological Contract.

He is a certified PSMB trainer, 6-Sigma blackbelt, EICC Lead Auditor, Leonard Personality Inventory and Personal Resilient Advantage for Stress Management. As specialist in Human Resource/Human Capital management with business acumen, you will gain great insight and best ideas from him as how to manage and inspire talents- the number one asset.

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