

# SAFE Human Resource (SHR) Training for S.H.E & Supervisor

► 18-19 July 2018 ► Premiera Hotel, Kuala Lumpur

## Instill your Safety Workplace Culture through Interpersonal and Management Skills

### PARTICIPANTS (TARGET GROUP)

- Supervisors
- Managers
- Executives
- Management Level

### LEARNING OUTCOME

After attending this programme, the participants should be able to:

- To explain the concept and importance of Behaviour Based Safety
- Identify the roles and responsibilities of a SHE leader in Behaviour Based Safety
- Apply effective communication skills in getting information for any unsafe incidents
- Apply key management skills in the context of SHE

### CONTENTS

#### Concept And Importance Of Behaviour Based Safety (BBS)

- What is Behaviour Based Safety?
- The importance of Behaviour Based Safety
- The roles and responsibilities of a SHE Leader
- Competency model of a SHE Leader
- Self evaluation : Personality Test and Management Styles

#### Effective Interpersonal Communication Skills In The Context Of Safety-related Behaviour

- The importance of effective Interpersonal communication
- The communication process
- Enhancing communication effectiveness
- Observations, setting goals and giving timely feedback

#### Application Of Key Management Skills In The Context Of BBS

- How to conduct briefing
- How to remind and advise staff
- How to reprimand
- How to take disciplinary action
- How to motivate a staff
- How to coach a staff

#### Mock Key Management Skills And Techniques

- How to conduct briefing
- How to remind and advise staff
- How to reprimand
- How to take disciplinary action
- How to motivate a staff
- How to coach a staff

### FACILITATOR



#### SHAMSUL BAHRI MOHD YUSOF

Shamsul Bahri is a Head, Corporate Training and Consultant at Irshad HR Consulting specialising in the areas of Teambuilding, Motivation, Work Culture and Self Development Programme. He holds a Bachelor degree in Business Administration from

Universiti Utara Malaysia. More than 15 years experience in Training and HRD. He is also involved in various Training Needs Analysis assignments for various IRSHAD clients. He is Certified Trainer and Certified TNA Consultant by Pembangunan Sumber Manusia Berhad (PSMB).

#### FEE

- Normal fee: RM 1050 per pax
- Group registration:
- 2 - 4 Pax: RM 950 per pax
- 5 - 9 Pax: RM 900 per pax



Organised by :

IRSHAD HR Consulting Sdn Bhd  
802 Block B, Phileo Damansara II, Jalan 16/11  
46350 Petaling Jaya, Selangor Darul Ehsan  
Contact Person : Meiza/Jaslizan/Raihana  
Tel : +603.7956.0010  
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# BORANG PENYERTAAN KURSUS

## COURSE REGISTRATION FORM



Faks/ Fax: 03-7954 9802

E-mel/ Email: [ppd@irshad.com.my](mailto:ppd@irshad.com.my)

Tajuk Kursus / <i>Course Title</i> : SAFE Human Resource (SHR) Training for S.H.E & Supervisors	Tarikh/ <i>Date</i> : 18- 19 July 2018	Tempat/ <i>Venue</i> : Premiera Hotel, KL
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Sila daftarkan penama berikut menyertai kursus di atas / *Please register the followings for the above stated course(s)*:

No.	Nama/ <i>Name</i>	Jawatan/ <i>Designation</i>	E-mel/ <i>Email</i>	No.Handphone

\* Note that mobile number is important for us to reach you in case of any unforeseen changes.

Organisasi/*Organisation*:

Pegawai bertanggungjawab/*Officer in charge*:

Jawatan/*Designation*:

Jabatan/*Department*:

Alamat/*Address*:

Telefon/*Telephone* :

Faks/*Fax* :

E-mel/ *Email* :

Bersama ini saya sertakan Cek/ M.O/ P.O bernilai RM \_\_\_\_\_ atas nama IRSHAD HR CONSULTING SDN BHD (Alliance Bank Malaysia Berhad, Cawangan Petaling Jaya, Nombor Akaun: 62104-0-01-001507-1)

*Herewith I enclosed Cheque/ M.O/ P.O worth RM \_\_\_\_\_ payable to IRSHAD HR CONSULTING SDN BHD (Alliance Bank Malaysia Berhad, Petaling Jaya Branch Account Number: 62104-0-01-001507-1)*

**OR**

SBL       SBL KHAS

\* Geran latihan SBL / SBL Khas mestilah dimohon sekurang-kurangnya 1 hari sebelum program. Permohonan boleh dilakukan melalui portal HRDF [www.hrdf.com.my](http://www.hrdf.com.my)

*\* SBL / SBL Khas training grant must be applied at least 1 day before the programme. Application can be done through HRDF portal [www.hrdf.com.my](http://www.hrdf.com.my)*

### TERMA DAN SYARAT

- Pembayaran yuran kursus hendaklah dibuat dalam Ringgit Malaysia (RM).
- Surat pengesahan pendaftaran akan dikeluarkan selepas pembayaran diterima.
- Untuk kakitangan dan pegawai kerajaan; pesanan kerajaan atau surat pengesahan hendaklah diserahkan sebelum kursus bermula.
- Tempahan hotel hendaklah dibuat terus ke pihak hotel pilihan peserta.
- Pihak penganjur berhak meminda program, fasilitator, tarikh dan tempat kursus jika terdapat perkara-perkara yang tidak dapat dielakkan.

Tandatangan/*Signature*:

\*Sila fotokopi jika borang tidak mencukupi / *Please make copy if the form insufficient*

### TERMS AND CONDITIONS

- Course(s) fee(s) should be made payable in Ringgit Malaysia (RM).
- Confirmation of registration will be issued once payment received.
- For government official(s), a local order or letter of approval must be presented before the course (s) started.
- Hotel arrangements and reservations should be made directly to the preferred hotel.
- The organizer reserve the right to amend the programme, facilitator, dates and venue of the course(s) due to unforeseen circumstances

Cop Rasmi/*Official Stamp*:

IRSHAD HR CONSULTING SDN BHD  
(748222-W)

802, Block B, Phileo Damansara II,  
Jalan 16/11, 46350 Petaling Jaya,  
Selangor Darul Ehsan

Untuk keterangan lanjut dan pendaftaran:

**BAHAGIAN KURSUS UMUM**

For further information and registration:

**PUBLIC PROGRAMME DEPARTMENT**

**(Meiza/Jaslizan/Raihana)**

Tel : 603 7956 0010

Facebook : Irshad HR Consulting



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