

Human Resource Management

Level 1 - Intro to HR Management in Apparel Industries

Duration: 3 days / Participants: HR staff, compliance staff /

Class size: 30 per workshop

Effective management systems are essential for stability, predictability and harmony within a large company. Garment factories are among the largest employers in Myanmar, with many companies employing and managing workforces in the thousands.

Good HR management can motivate employees to be more loyal and effective in their work via effective communications between workers and managers. Investing in good HR management is absolutely an investment in company success. Due to the rapid growth in the number of factories in Myanmar, the industry suffers a shortage of experienced HR staff. As such, companies must invest time and effort in ensuring their HR teams are adequately trained and prepared.

Course contents

- ◆ HR management system components
- ◆ Workforce Planning
- ◆ Recruitment, Selection, and Employment
- ◆ Managing Leave and holidays
- ◆ Setting Remuneration and Payment of wages
- ◆ Performance appraisal system
- ◆ Training and Development programs
- ◆ Employee Relations
- ◆ Evaluating HR Outcomes

Benefits

- ◆ Improved HR team capacity
- ◆ Eliminate the risks during the recruitment (e.g. fake ID card etc.)
- ◆ Hire right person on the right position
- ◆ Reduced monthly staff turnover
- ◆ Enhance workers motivation and employee relations approach
- ◆ Reduced expenses due to increased work efficiency

Learning objectives

- ◆ Become an effective HR manager
- ◆ Use effective workforce planning, recruitment and selection, employment process
- ◆ Comply with legal requirements
- ◆ Design training, wage & benefit systems that build capacity & boost worker motivation
- ◆ Develop performance appraisal tools
- ◆ Integrate HR into overall management systems

Course venue / dates

- ◆ **29th, 30th November and 1st December, 2023** at **Grand Palace Hotel**
- ◆ 2 participant per factory (HR officer /HR Staff/Compliance Staff)
- ◆ Workshops conducted in Myanmar language
- ◆ Free of charge for factories who register in **November 24th**

To learn more or register email:

[HR Registration Link](#) or phonethettin@smartmyanmar.org