

7-8
APRIL

Concorde Hotel, KL

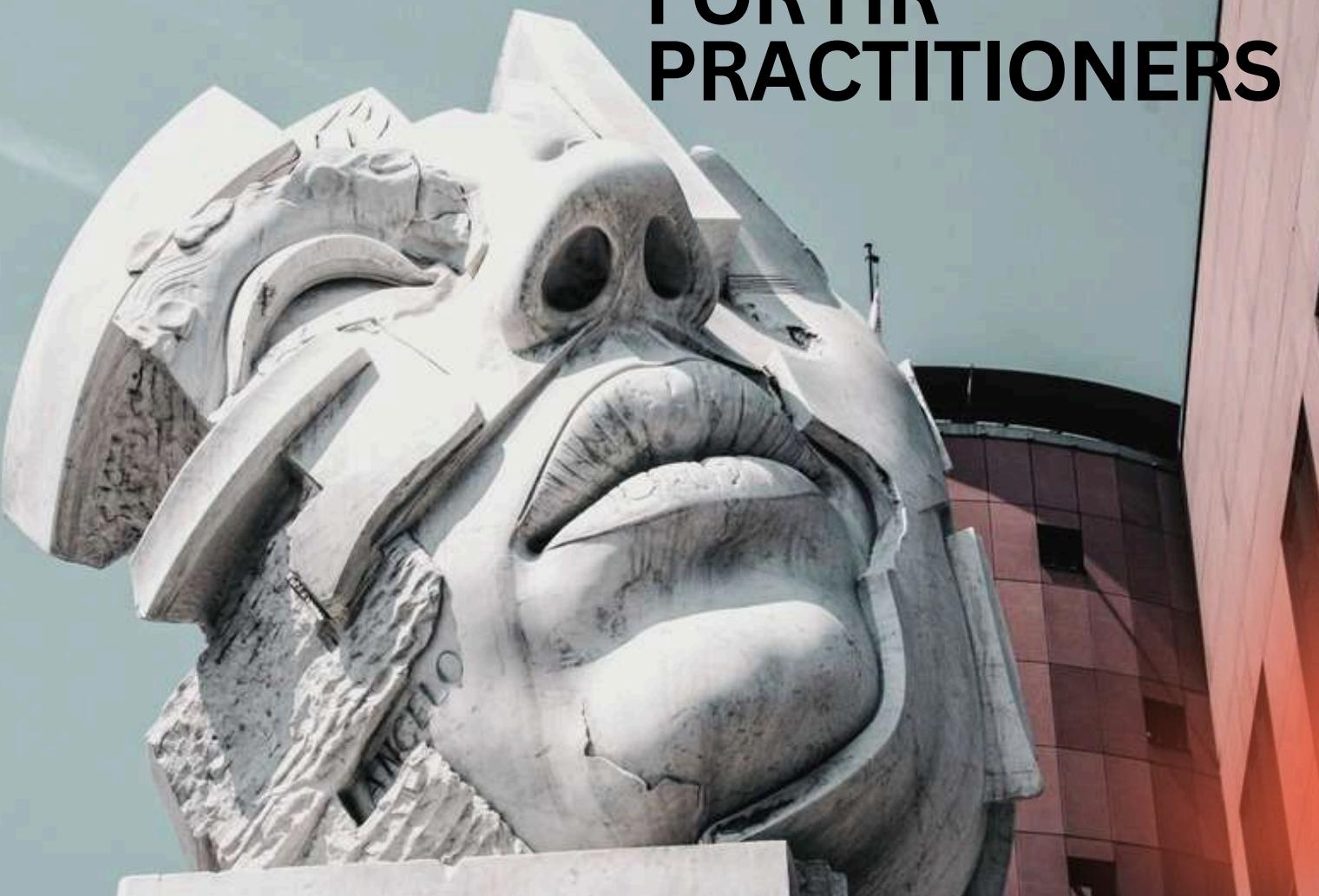
RM2,800 Early bird price
by 1 April 2026

RM3,100 Normal price

A COMPLETE GUIDE TO LEARNING & DEVELOPMENT

- How to develop Competency-based TNA
- How to prepare RFP/RFQs
- A to Z guide on HRD Corp - from registration to levy usage
- How to assess training providers
- How to obtain and measure training ROI

FOR HR
PRACTITIONERS



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Symphony Digest
MyCoID: 870359P
Programme ID: 10001645702

A COMPLETE GUIDE TO LEARNING & DEVELOPMENT

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COURSE OUTLINE

Module 1: Introduction to Corporate L&D

- What is corporate L&D?
- Why is corporate L&D important?
- The different roles and functions of corporate L&D
- Performance management

Module 2: Administrative and Management Roles in Corporate L&D

- Learning needs and program design
- Managing and Organising Training implementation
- Budgeting and resource management
- Talent acquisition and development

Module 3: Technical L&D Functions

- Needs assessment
- Instructional design
- Delivery methods
- Evaluation

Module 4: Putting it all together: Developing a corporate L&D plan

- Identifying your organisation's L&D needs
- Setting goals and objectives
- Selecting the right L&D strategies and interventions
- Measuring and evaluating the success of your L&D program

TRAINER'S PROFILE

The Trainer is a seasoned Learning and Development Specialist with over 30 years of professional experience in developing and delivering management, leadership, and L&D programmes in various industries, such as Malaysian Army, Bursa Malaysia, and PETRONAS Leadership Centre. Prior to becoming a full-time trainer and consultant, the Trainer led and managed L&D functions and HR operations at FGV Holdings across various leadership roles as the L&D Specialist for the Group L&D Department, Head of HR Operations for the R&D Division, and Head of Group Organisational L&D/FGV Academy.

The Trainer holds an MSc in Business Strategy, Leadership and Change from Heriot-Watt University Malaysia, and is a member of the HRD Corp's National Human Resource Council (NHRC) Research Fellows. He is also a Certified Human Resource Director from the Malaysian Institute of Human Resource Management (MIHRM), and he has assisted MIHRM in conducting their Training and L&D certification programmes for Training Practitioners.

REGISTRATION DETAILS

Participant details

Name:
Position:
Department:
Contact Number:
Email:

Name:
Position:
Department:
Contact Number:
Email:

Admin details

Name:
Position:
Department:
Company:
Contact Number:
Email:
Address:

Payment Method: Direct Payment Claim HRD

Notes:

- Cancellations made less than 14 days before the training date or non-attendance on the day of training are non-refundable. Substitution is allowed.
- Once registration is confirmed, the client is fully liable for the course fee, regardless of whether payment is made directly or through the HRDC grant, and even if participants do not attend the training.
- Clients who opt for direct payment must ensure full payment is made before the training date.
- HRDC grant applications must be submitted and approved before the training day. The maximum claimable amount is RM1,750 per participant per day. Any shortfall between the approved grant and the course fee must be topped up by the client.
- Should the number of confirmed participants be too low to ensure a meaningful learning experience, Symphony reserves the right to postpone or cancel the training.