



12 CPD Hours
(Awarded by PXP)

HRD Corp
course serial no.
1000 1628 709



Human Resource is Everybody's Business

(for Project Practitioners)

**HRD Corp
Claimable!**

17 – 18 November 2026

Tuesday & Wednesday, 9am – 6pm

PXP Training Centre

E2-05-08, Tamarind Square, Cyberjaya, Selangor, Malaysia

Course Content

Human Resource in Project Management 101

Top 5 Mistakes in Managing People

The Essentials on Employment & Industrial Laws

Fundamentals of Industrial Relations

Managing Disciplinary Issues

Workplace Harassment

Who Should Attend

Program Manager, Senior Project Manager, PMO Lead,
Project Manager, Senior Project Engineer, Project Engineer,
Human Resource Manager & Executive, HR personnel,
Project Services Manager & Executive, and professionals
involved in management of staff & employees for projects.

Investment: RM2,500/participant

Early Bird: RM2,250/participant (10% Off)

Group: RM2,000/participant (20% Off)

Early Bird valid until 24 October 2026

Minimum group registration: 4 participants



Trainer

Mohammad Adzam Khodzin

PXP Principal Consultant
HR & Industrial Relations Practitioner
26+ years of experience



**SCAN QR
to Register**

or go to: www.pxp.com.my/training/
WhatsApp only: +6012 374 3807

**Applicable Across
Industries**



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Day 1
Strengthening Your
Project HR Knowledge

Day 2
Shifting towards HR Excellence
in Project Delivery

Module 1 **Human Resource in Project Management 101**

The Lawful and Unlawful Employment
Recruiting Correctly and Properly
All about Wages
Deploying Staff within the Legal Boundaries
Determining Brightness of Star Performers

Module 4 **Fundamentals of Industrial Relations**

Unionised Vs Non-Unionised Environment
The Do's and Don't of Trade Unions
over and against Employers
No Talk, Just Walk – Interacting Properly
with Employees and Trade Unions
When Government Authorities Inquire
– Handling the Authorities Correctly
Exercise: Common Issues in Handling Industrial Dispute

Module 2 **Top 5 Mistakes in Managing People**

Setting Work Hours
Overtime, Working on Public Holidays
and Working on Rest Days
Ignoring Tardiness and Punctuality
Condoning Unbecoming Behaviour
and Under Performers
Failure to Act on Sick Leave
and Emergency Leave Exploitation

Module 5 **Managing Disciplinary Issues**

Tardiness & Punctuality
Absenteeism – Breach by Absent Vs Misconduct by Absent
Handling Misuse of MC and Emergency Leave
Action against Poor Performers
Exercise: Handle and Manage
Common Disciplinary Misconduct

Module 3 **The Essentials on Employment** **& Industrial Laws**

Employer Vs Employee –
Who is Who from the Perspective of the Law?
Employee Status – Contract for Services
Vs Contract of Service
What do you Actually Contract
the Employee to Deliver?
Are you Applying the Correct Law Correctly?

Exercise: Common Issues in
Handling & Managing Staff

Module 6 **Workplace Harassment**

Harassment – Civil Law Vs. Industrial Law
Harassment from Employment
& Industrial Law Perspective
Workplace Bully
Sexual Harassment
Feedback session, and Wrap-up

Trainer
Mohammad Adzam Khodzin

