

Our ref. : (20)PSMB/20/8

Kulit 6

Date : 16 December 2011

## EMPLOYERS CIRCULAR NO. 16/2011

### NATIONAL HUMAN RESOURCES CENTRE TOLL FREE LINE

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#### 1.0 PURPOSE

1.1 The purpose of this circular is to inform employers on the services offered by the National Human Resources Centre (NHRC) via its toll free line on 1-800-88-4800.

#### 2.0 BACKGROUND

2.1 The NHRC commenced its operation on 1 August 2011. The table below lists the areas and scopes of HR and HRM whereby advisory services can be sought from the dedicated officers via the 1-800-88-4800 toll free line:

<b>Recruitment and Selection</b>	<b>Compensation and Benefits</b>	<b>Employee Development</b>	<b>Employment Relations</b>	<b>HR Leadership Development</b>	<b>Other Core Services</b>
HR Planning	Productivity / KPI-Linked Wage	HR Training & Development	Communications	Alignment of HR to Business	Payroll Management
Recruitment & Interviewing	Performance Management	Career Development / Lifelong Learning	Union Matters	Succession Planning	Safety & Health
Employee Handbook	Reward & Recognition	Leadership Development	Disciplinary Issues	Organisation Development	Talent Management
Orientation	Welfare Management		Termination	Managing Talent & Staff Retention	Corporate Social Responsibility
				Ethics & Corporate Governance	Organisational Diagnosis

2.2 Employers are encouraged to use the services offered by the NHRC to increase their knowledge, skills and abilities in HR or HRM to fulfill current or future job responsibilities effectively at the workplace.

Thank you.

***“PSMB – SHAPING PEOPLE”***  
***“Pekerja Berinovatif Penggerak Transformasi”***

Yours sincerely,

**( AMIRNUDDIN BIN MAZLAN )**  
Chief Executive  
Pembangunan Sumber Manusia Berhad