



ESSENTIALS OF TALENT MANAGEMENT

Effective Strategies To Recruit, Retain And Develop Top Talent

Attend this highly rated programme and learn how to:

- Design an effective Talent Management Framework
- Develop best practice SOPs for Talent Management processes
- Differentiate talent management with replacement planning and other traditional processes
- Develop a Knowledge & Skills Matrix for critical positions
- Conduct Talent Management Assessments and Interviewing Techniques
- Conduct the entire Training Needs Analysis (TNA) process
- Identify “Time Bomb positions” and how to salvage them
- Form a Talent Management Committee and conduct review sessions
- Design and Develop question banks for Talent Interviews
- Use the Personality Profiling Tool to assess strength and limitations
- Develop professional Job Descriptions with relevant Job Specifications
- Prepare a systematic and effective Succession Plan
- Establish good Reward & Recognition schemes to motivate talent
- Employ Kirkpatrick’s 4 Level Evaluation method for a better Return on Investment (ROI)

EXCLUSIVE 2+1 OFFER !

Register 3 participants for the price of 2 only !

To ensure successful implementation of the learning and competencies acquired, we encourage team learning by providing a group attendance package of 2 + 1, meaning participating organisations can register 3 participants for the price of 2 only !

WHO SHOULD ATTEND?

HR Professionals and Senior Managers seeking to enhance their knowledge and skills set in regards to global best practices in Talent Management, the various processes involved as well as the latest in trends and techniques in this evolving field.

16 & 17 April 2025
The Empire Hotel Subang,
Malaysia.



Professional Training Brought To You By

iPraxis

www.ipraxis.asia

In today's competitive business landscape, effective talent management is crucial for organisational success. This course will equip you with essential skills and knowledge to attract, develop, and retain top talent.

Key takeaways include:

- 1 Talent Management Framework:**
Understand the strategic approach to managing human capital throughout the employee lifecycle.
- 2 Training Needs Analysis:**
Learn to identify skill gaps and design targeted development programs.
- 3 Recruiting and Retaining Top Talent:**
Explore best practices for attracting high-performers and creating an environment that fosters long-term commitment.
- 4 Kirkpatrick's 4 Level Evaluation Model:**
Master this renowned method for assessing training effectiveness and ROI.

By the end of this training, you'll be prepared to implement effective talent management practices that drive business growth, foster innovation, and create a competitive advantage for your organisation.

YOUR COURSE DIRECTOR

R. SHEYMALATHA *BBA (Hons), MBA.*

Senior HR Consultant & Master Trainer

Sheymalatha (Sheyma) began her career in Human Resources in 2001 after graduating with a major in HR Management from the National University of Malaysia. She later earned an MBA in Strategic Management from the University of Georgia.

Before transitioning to HR consulting and professional training, Sheyma held senior HR positions at several prominent organisations. These include Western Digital, Integrated Logistics Berhad, ExxonMobil, and Manipal International and GlobalNXT Universities, where she served as Head of HR, overseeing the full spectrum of HR processes for both institutions.

Sheyma specialises in Human Resource Management, with a focus on Talent Development & Management, Training Needs Analysis, Career Pathway & Succession Planning, Professional Office Management, Safety Culture and Coaching & Mentoring.

As a highly sought-after corporate trainer in HR development, Sheyma's credentials include:

- Mentor for SME Entrepreneurs Training – Government of Malaysia
- Training Needs Consultant for SMEs – HR Ministry, Malaysia
- Training Needs Consultant for the Fostering Innovation & Refuelling Entrepreneur (FIRE) programme - Entrepreneurship Development Institute of India
- Safety Training Coach - ExxonMobil Drilling Division

Over the past two decades, Sheyma has helped thousands of HR professionals across various industries achieve their learning and development goals. She firmly believes that effective training, coaching, and mentoring are key success factors for any organisation, as a solid workforce forms the foundation of sustainable business success.

INTERNATIONAL CLIENTS



TRAINING AGENDA

Day One – 16 April 2025

09.00 am – 01.00 pm

TALENT MANAGEMENT DEFINITION

Topics:

- Define talent
- Identify types of talent
- Define skills and knowledge
- Differentiate between talent, skill, and knowledge

Outcomes:

- Understand the framework of Talent Management
- Learn the complete process of conducting a TNA
- Develop the Knowledge and Skills Matrix
- Learn the Time Bomb positions and; Risk Management of talents and plotting it on the Organisation Chart

02:00 pm – 5:30 pm

UNDERSTANDING TALENT MANAGEMENT

Topics:

- Key phases for implementing a talent management programme
- Guidelines for managing talent
- The importance of talent management
- Benefits of talent management
- Compare talent management with replacement planning
- Challenges in managing talent
- Key elements in developing a winning talent strategy

Outcomes:

- Acquire key knowledge on preparing the SOP for Talent Management
- Learn how to establish a Talent Management Committee
- Discover effective techniques to conduct Talent Review Meetings

Day Two – 17 April 2025

09.00 am – 01.00 pm

CLARIFYING TALENT

Topics:

- Methods to determine talent for a position
- Guidelines for drafting a good job profile
- Questions that help you to recognize talent
- Ways to reward employees
- Reasons for employees leaving an organisation
- Reasons for retaining talent
- Measures to retain talent

Outcomes:

- Learn the process of conducting a Job Analysis
- Prepare a professional Job Description with the required Job Specification
- Develop questions for the talent management review bank
- Design Reward & Recognition programmes for Talent Management & Succession Planning

02:00 pm – 5:30 pm

RETAINING TOP TALENT: THE BIG CHALLENGE

Topics:

- Common Mistakes Made by Companies and How to Avoid Them
- Integrating compensation with Talent Management
- Twelve recommendations to keep your top talent

Outcomes:

- Evaluating the success of the Talent Management programme using Kirkpatrick's Evaluation method

DELEGATE DETAILS

Please photocopy this form for more delegates

DELEGATE 1 :

Name :

Position :

Mobile :

Email :

DELEGATE 2 :

Name :

Position :

Mobile :

Email :

16 & 17 APRIL 2025**The Empire Hotel Subang, Malaysia****AUTHORISING MANAGER :**

Name :

Position :

Tel :

Email :

Organisation :

Address :

Date :

Signature :

METHOD OF PAYMENT

Payment can be made by cheque or bank transfer.

Please make payment in favour of:

iPraxis Sdn. Bhd.

Bank : Maybank Berhad
 Bank Branch : Damansara Utama
 Account No : 5141-9634-9635
 Swift Code : MBBEMYKL
 Bank Address : 66, Jalan SS 21/35, Damansara Utama,
 47400 Petaling Jaya, Selangor, Malaysia.

TRAINING INVESTMENT

- **US\$400.00 nett / participant – International.**
- **RM1800.00 nett / participant – Malaysia.**

Please Note:

1. Investment includes programme attendance, course notes, luncheons, refreshments, certificate of achievement and all applicable taxes.
2. Full payment must be received before the start of the course.
3. For Group Attendance of 5 or more delegates, please call us for corporate rebates.

GENERAL TERMS & CONDITIONS

1. **Substitutions** are welcome. Kindly notify us at least 2 working days prior to the programme.
2. **Cancellations** will be refunded in full minus a RM250.00 / US\$60.00 administrative charge provided the cancellation is done in writing at least 7 working days prior to the programme. Cancellations done less than 7 working days prior to the programme will not be eligible for any refunds and will carry a 100% liability.
3. **Advertised package** - While every reasonable effort will be made to adhere to the advertised package, please note that the content, speaker and venue were confirmed at the time of publishing. Circumstances beyond our control may necessitate an alteration to the same. As such we reserve the right to alter or modify the advertised package if required.
4. **Postponement & Cancellation** - If the programme has to be cancelled or postponed by us for any reason, we will issue refunds in full for all payments received without any deductions whatsoever.
5. **Liability** - We will not be liable for any loss or damage suffered by the client as a result of a substitution, alteration, cancellation or postponement of the programme.
6. **Database** - Upon receipt of this registration form, we assume that you are giving us your consent to store your details and use it for future marketing efforts. If you do not wish to be included in our database, kindly notify us.
7. **Copyright and Intellectual Property** - The content, format and delivery of the programme constitute our intellectual property and copyright. Unauthorised redistribution or reproduction of part or all will be actionable by law.

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