



PENTADBIRAN DAN PENGURUSAN SUMBER MANUSIA

ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT



PENTADBIRAN DAN PENGURUSAN SUMBER MANUSIA

ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT

Perjawatan

Perbendaharaan dengan perakuan Jabatan Perkhidmatan Awam (JPA) telah meluluskan sebanyak 143 pelbagai jawatan Universiti Malaysia Perlis (UniMAP) bagi tahun 2006. Daripada sejumlah 143 jawatan tersebut, 65 jawatan adalah dalam kategori perjawatan akademik dan 78 jawatan adalah dalam kategori perjawatan bukan akademik.

Sehingga 31 Disember 2006, bilangan keseluruhan jawatan adalah sebanyak 515 dan jumlah jawatan yang telah diisi adalah sebanyak 545, iaitu 94.4%. Jumlah tersebut meliputi 255 kakitangan akademik (9 Profesor, 33 Profesor Madya, 5 Pensyarah Kanan, 147 Pensyarah, 51 Pegawai Latihan Vokasional, 8 Guru Bahasa dan 2 Tutor) dan 290 kakitangan bukan akademik (3 Kumpulan Pengurusan Tertinggi, 88 Kumpulan Pengurusan dan Profesional dan 199 Kumpulan Sokongan).

Perkhidmatan

Kursus Induksi

Kursus Induksi merupakan kursus yang perlu dihadiri oleh semua kakitangan lantikan baru pada atau selepas 1 Januari 1992 sebagai syarat pengesahan dalam perkhidmatan selaras dengan syarat-syarat yang digariskan dalam Pekeliling Perkhidmatan Bil. 9 Tahun 1991. Kursus ini melibatkan semua kakitangan UniMAP yang berjawatan tetap. Unit Perkhidmatan telah mengadakan Kursus Induksi untuk semua kakitangan Kumpulan Pengurusan dan Profesional serta Sokongan I. Kursus ini telah diadakan pada 10 Mei 2006 sehingga 31 Mei 2006 bertempat di Dewan Kuliah Pusat Kejuruteraan, Kuala Perlis dan melibatkan seramai 84 orang kakitangan daripada pelbagai skim perkhidmatan. Antara objektif kursus ini ialah memberikan pendedahan yang sama kepada semua pegawai awam tentang Dasar-dasar Umum Negara, Dasar Awam dan Dasar-dasar kerajaan lain, memahami tentang Latar Belakang Masyarakat, Sistem Pentadbiran, Prosedur-prosedur Utama, Arahan-arahan dan Pekeliling-pekeliiling serta Panduan-panduan Kerajaan. Kursus ini juga memberikan pendedahan tentang aspek-aspek pengurusan organisasi dan pengurusan personel serta memupuk nilai dan etika positif dalam kalangan pegawai Perkhidmatan Awam.

Peperiksaan Perkhidmatan

Peperiksaan perkhidmatan diadakan bagi Kumpulan Pengurusan dan Profesional serta Sokongan I, Sokongan II dan Sokongan III daripada pelbagai skim perkhidmatan. Tujuan peperiksaan ini ialah memenuhi syarat pengesahan dalam perkhidmatan bagi skim-skim perkhidmatan yang disyaratkan untuk menduduki peperiksaan seperti yang terdapat dalam arahan Pekeliling Perkhidmatan Bilangan 4 Tahun 2002. Peperiksaan ini telah diadakan pada 5, 6, 12 dan 13 Oktober 2006. Seramai 28 orang kakitangan Kumpulan Pengurusan dan Profesional serta Kumpulan Sokongan I dan 44 orang staf Kumpulan Sokongan II dan III telah menduduki peperiksaan ini yang diadakan di Bilik Kuliah Kangar. Semua staf telah hadir dan lulus dengan jayanya dalam kursus berkenaan.

Recruitment

The Treasury, in line with the Civil Service Department (JPA), has approved a total of 143 different grades of positions for UNIVERSITI MALAYSIA PERLIS in the year 2006. Of the 143 positions, 65 are in the academic position category while 78 are in the non-academic category.

Until December 31st, 2006, a total of 577 posts were given, of which 545 (94.4%) were filled. This comprised of 255 academic staff (9 professors, 33 associate professors, 5 senior lecturers, 147 lecturers, 51 vocational training officers, 8 language teachers and 2 tutors) and 290 non-academic staff (3 under the highest management scheme, 88 under the management and professional scheme, and 199 under the support group scheme).

Service

Induction Course

The Induction Course is compulsory to all newly appointed staff on or after 1st of January 1992 as a requirement for job confirmation, in line with the terms stipulated in the Service Circular Item No. 9, 1991. This course is also compulsory for all staff who are in permanent positions. The Service Unit conducted the course to all staff of the Management & Professional Scheme and the Support Scheme 1 on May 10th - May 31st 2006 at Kuala Perlis. A total of 84 staff from various schemes of service attended the course. The main objective was to present to the staff matters relating to national general policies, public policies and other government policies. There were also lectures on the background of the Malaysian society, the administration system, main procedures, directives, circulars and government manuals. The course also delved deeply in aspects of organisation and human resource management. It depicted the fostering of positive ethics and values amongst officers in the public service.

Service Examination

Service examinations were conducted for staff of the Management & Professional Scheme, Support Scheme I, Support Scheme II and Support Scheme III from various schemes of service. The examination served as a requirement for service confirmation on certain schemes, as instructed in the Service Circular Item No. 4, 2002. The examination was conducted on October 5th, 6th, 12th and 13th 2006. A total of 28 staff from the Management & Professional Scheme and Support Scheme I, and 44 staff from Support Scheme II and III sat for the examinations, which were held in Kangar. All staff who took the examination passed with flying colours.

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Pentadbiran

Secara amnya Unit Pentadbiran dipertanggungjawabkan untuk menggubal dasar-dasar dan peruntukan-peruntukan Universiti, perundangan universiti, Perjanjian, MoU, Perlembagaan, Statut, Akta Universiti dan Peraturan-peraturan dengan kerjasama sepenuhnya dari Unit Perundangan di bawah Jabatan Canselori. Selain itu, unit ini juga ditugas untuk meneliti dokumen-dokumen hal ehwal pentadbiran dan mengadakan perbincangan dengan Kementerian Pengajian Tinggi dan Jabatan Perkhidmatan Awam.

Antara perkara-perkara penting dalam pentadbiran adalah:

Urusan Tatatertib

Melaksana proses urusan tatatertib kakitangan dengan teratur dan cepat selaras dengan Akta Badan-Badan Berkanun (Tatatertib dan Surcaj) 2000 [Akta 605] seterusnya menyedia dan mengemukakan laporan secara berkala kepada Jabatan Perkhidmatan Awam. Unit Pentadbiran bertindak sebagai urusetia bersama Unit Perundangan dalam Jawatankuasa Tatatertib Staf Universiti dan Jawatankuasa Rayuan Tatatertib Staf seajar dengan penubuhan Unit Perundangan di bawah Jabatan Canselori.

Lembaga Pengarah Universiti

Menyelaraskan Mesyuarat Lembaga Pengarah Universiti dan bertindak sebagai urusetia. Mesyuarat Lembaga Pengarah telah diadakan sebanyak lima (5) kali sepanjang tahun 2006 yang lalu iaitu merangkumi empat (4) mesyuarat biasa dan satu (1) Mesyuarat Khas Lembaga Pengarah. Mesyuarat Lembaga Pengarah diadakan pada 24/04/2006, 26/06/2006, 29/09/2006 dan 14/12/2006. Manakala Mesyuarat Khas Lembaga Pengarah diadakan pada 10/08/2006.

Pengisytiharan Harta

Melaksana dan memantau urusan laporan pemilikan dan pengisytiharan harta oleh kakitangan universiti. Membantu pihak universiti melaksana sistem IUS-Staf dengan menyediakan modul pengisytiharan harta. Selain itu, menyediakan laporan berkala kepada Kementerian Pengajian Tinggi dan juga Jabatan Perkhidmatan Awam mengenai pengisytiharan harta.

Jawatankuasa Keutuhan Pengurusan

Membantu Unit Perundangan menjayakan Jawatankuasa Keutuhan Pengurusan Peringkat Universiti dan melaksana usaha-usaha gerakan pemantapan keutuhan sistem pengurusan universiti.

Administration

The Administration Unit has been entrusted to draft university policies and provisions, university legislations, agreements, MoUs, constitutions, statutes, and university acts and rules with full cooperation from the Legal Unit, which is under the Chancellery Department. The Administration Unit is also assigned to attend to administrative affairs documents and organise discussions with the Higher Education Ministry and the Public Services Department.

Among the matters attended to by the Unit are:

Disciplinary Matters

The Unit executes staff disciplinary matters, in line with Statutory Bodies Act (Disciplinary and Surcharge) 2000 (ACT605). It also prepares reports for the Public Services Department. The Administration Unit, together with the Legal Unit, acts as the secretariat for the University Staff Disciplinary Committee and the Staff Disciplinary Appeal Committee.

University Board of Directors

The Unit coordinates the meetings of the University Board of Directors and act as its secretariat. The Board of Directors meeting was held five (5) times in 2006, comprising of four regular meetings and one 'special' meeting. The regular meetings were held on 24th April, 26th June, 29th September, and 14th December 2006, while the 'special' meeting was held on 10th August 2006.

Asset Declaration

The Unit executes and monitors matters pertaining to asset possession and declaration report by University staff. It also executes the IUS-Staff System by preparing modules for asset declaration, followed by report preparation for the Ministry of Higher Education and the Public Services Department with regard to asset declaration.

Management Integrity Committee

The Unit assists the Legal Unit to help make a success of the Management Integrity Committee at the University level. It also coordinates the efforts put forth in ensuring integrity in the execution of the University Management System.

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Majlis Bersama Jabatan

Menubuhkan Majlis Bersama Jabatan pada peringkat universiti berdasarkan Pekeliling Perkhidmatan Bil. 2 Tahun 1992 dan Surat Pekeliling Perkhidmatan Bil.3 Tahun 2002. Mesyuarat Majlis Bersama Jabatan telah diadakan pada 20/02/2006, 14/07/2006 dan 02/11/2006.

Latihan

Unit Latihan Jabatan Pendaftar mengurus dan mentadbir Skim Latihan Tenaga Pengajar Akademik dan Skim Pengajian Lanjutan Kakitangan Akademik sebagai langkah meningkatkan kompetensi kakitangan terutamanya kakitangan akademik.

a. Skim Latihan Tenaga Pengajar Akademik (SLTPA)

UniMAP telah menghantar seramai 41 orang fellow untuk menyambung pengajian di peringkat Sarjana dan Ijazah Kedoktoran di bawah Skim Latihan Tenaga Pengajar Akademik ke beberapa buah universiti di dalam dan luar negara mengikut bidang pengajian yang ditetapkan oleh Jawatankuasa Pemilih Calon Pengajian Lanjutan berdasarkan perancangan akademik yang ditetapkan. Fellow-fellow tersebut dibiayai oleh Skim Latihan Akademik Bumiputera (SLAB) tajaan Kementerian Pengajian Tinggi Malaysia (KPT).

b. Skim Pengajian Lanjutan Kakitangan Akademik (SPLKA)

Seramai 8 orang kakitangan akademik telah dihantar menyambung pengajian di peringkat Sarjana dan Ijazah Kedoktoran di bawah Skim Pengajian Lanjutan Kakitangan Akademik ke beberapa buah universiti di dalam dan luar negara mengikut bidang pengajian yang ditetapkan oleh Jawatankuasa Pemilih Calon Pengajian Lanjutan. Pengajian staf-staf tersebut dibiayai oleh UniMAP dan KPT.

Pelaksanaan Penilaian Tahap Kecekapan Tahun 2006

Penilaian Tahap Kecekapan (PTK) dilaksanakan selaras dengan pengenalan Sistem Saraan Malaysia pada 1 November 2002. Di antara objektif-objektif PTK adalah memupuk pembangunan diri, meningkatkan budaya organisasi pembelajaran dan menyediakan pegawai perkhidmatan awam dalam pelaksanaan pengurusan sumber manusia yang berasaskan kompetensi. Usaha ini merupakan suatu keperluan untuk menentukan kemampuan pegawai perkhidmatan awam menjalankan tugas dan tanggungjawabnya dengan sempurna.

Department Mutual Council

The Unit formed the University level Department Mutual Council, in accordance to the Service Circular Item No. 2 (1992), and Service Circular Item No. 3 (2002). The Department Mutual Council meeting was held on 20th February, 14th July and 2nd November 2006.

Training

The Training Unit, Registry Department manages and administers the Academic Human Resource Training Scheme and Academic Staff Postgraduate Study Scheme to boost competency especially amongst academic staff.

a. Academic Staff Training Scheme (SLTPA)

UNIVERSITI MALAYSIA PERLIS sent a total of 41 fellows to continue their studies for the Masters and Doctor of Philosophy degrees under the Academic Staff Training Scheme to a number of local and overseas universities according to areas of study determined by the Postgraduate Studies Candidate Selection Committee, which in turn was based on the appropriate University academic planning. The selected fellows are financed under the Bumiputera Academic Staff Training Scheme (SLAB), which is sponsored by the Ministry of Higher Education, Malaysia (KPT). The table below summarises the data of the number of fellows sent for further studies in 2006:

b. Academic Staff Postgraduate Study Scheme (SPLKA)

Eight academic staff have been sent to continue their studies for Masters and Doctor of Philosophy degrees under the Academic Staff Postgraduate Study Scheme to several local and overseas universities, according to areas of study determined by the Postgraduate Study Candidate Selection Committee. Their studies are sponsored by UniMAP and the Ministry of Higher Education. The following table summarises data of SPLKA for the year 2006:

Competency Level Evaluation

The Competency Level Evaluation was introduced alongside the Malaysian Remuneration System on November 1st, 2002. Among the objectives of the Competency Level Evaluation are to nurture self development, improve organisational learning culture and equip public service officers in implementing a competency-based human resource management. It is an effort towards ensuring that public service officers perform well in their jobs and responsibilities.

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Pemantapan PTK yang meliputi pembaharuan kaedah penilaian, wajaran pemarkahan, tempoh kursus, penetapan tahap keputusan dan persediaan menduduki PTK diterapkan di UniMAP mengikut kaedah yang dicadangkan oleh Jabatan Perkhidmatan Awam berdasarkan Surat Pekeliling Perkhidmatan Bilangan 5 Tahun 2005. Ke kerapannya pelaksanaan PTK yang diterimapakai ialah dua kali setahun. Pengukuran tahap kecekapan pegawai perkhidmatan awam dilaksanakan berdasarkan kompetensi pegawai di jawatan tersebut melalui kaedah peperiksaan, kursus dan amali/pemerhatian/temuduga. Kompetensi pegawai juga masih diukur daripada segi dua komponen utama iaitu kompetensi umum dan kompetensi khusus.

Pada tahun 2006, perancangan PTK melibatkan proses penggubalan dan penyemakan semula sukatan-sukatan dan soalan-soalan bagi kumpulan jawatan yang terlibat serta pelaksanaan peperiksaan atau kursus untuk dua kali setahun kepada semua staf yang layak memohon. Peperiksaan PTK pertama bagi tahun 2006 bagi kakitangan akademik dan bukan akademik pada tahap TK1, TK2 dan TK3 telah diadakan pada 26-27 Februari 2006 bertempat di Dewan Keikhlasan, Jabatan Canselori. Seramai 30 orang calon telah memohon untuk menduduki peperiksaan ini dan seramai 29 orang calon telah hadir dan menduduki peperiksaan. Permohonan peperiksaan dibuat oleh calon sendiri kepada Jabatan Pendaftaran setelah mendapat perakuan daripada Ketua Jabatan masing-masing. Peperiksaan ini merupakan yang pertama diadakan secara dalaman di Universiti Malaysia Perlis.

Pelaksanaan peperiksaan kali kedua pada tahun 2006 bagi tahap TK1, TK2 dan TK3 telah diadakan semula pada 19 dan 20 Disember 2006 bertempat di Bilik Tutorial Kangar 3 & 4, Bangunan Hong Leong Kangar. Pada kali kedua ini seramai 67 orang calon telah memohon, 21 orang daripada mereka telah memohon untuk menduduki semula peperiksaan bagi dan memperbaiki keputusan PTK sebelum ini.

Kursus Penilaian Tahap Kecekapan TK3 Akademik diadakan untuk kali pertama bagi tahun 2006. TK3 ini terbahagi kepada sesi kursus pada 27-29 November, sesi penilaian pada 6-7 Disember dan ujian kursus pada 11 Disember 2006. Kursus ini telah dijalankan di Bilik Kuliah Dragon, Kompleks Pusat Pengajian Jejawi 3 dan dihadiri oleh 17 orang peserta yang terdiri daripada pensyarah universiti gred DS45. Daripada jumlah peserta ini, 2 orang calon telah memohon untuk menduduki semula komponen ujian kursus untuk memperbaiki aras keputusan terdahulu. Wajaran pemarkahan bagi dua komponen utama kursus ini penilaian kursus [70%] dan ujian kursus [30%].

The introduction to the establishing PTK covering new assessment method, grade assessment, length of courses, result establishment and prior preparation for the PTK examination are established in the PTK implementation at UniMAP with the terms stipulated by the Civil Service Department in the Service Circular Item No 5 Year 2005. Based on the number of candidates, it was decided that the PTK should be implemented twice a year. The competency level of a public service officer is obtained through examinations, courses, observations and interviews. The competency of the officer is also measured in terms of her/his general competencies and specific competencies.

In 2006, the PTK planning involved a drafting process and a review of the syllabus and questions for the respective service schemes. It also involved administering the appropriate exams or courses for all eligible staff. The first PTK examinations were given in 2006 for academic and non-academic staff at the levels TK1, TK2 and TK3. The exams were conducted on February 26th and 27th 2006, at Dewan Keikhlasan, UniMAP. Thirty participants applied to sit for the examination, but only 29 turned up. Application for examination was done individually by the candidate at the Registry Department, after having been acknowledged by the candidate's head of department. The examination was the first to be conducted internally in UniMAP.

The second examinations in 2006 for levels TK1, TK2, and TK3 were conducted on December 19th and 20th 2006 in Kangar. During this time, a total of 67 candidates applied, of which 21 had re-applied to sit for the examination for the second time so as to improve their previous PTK results.

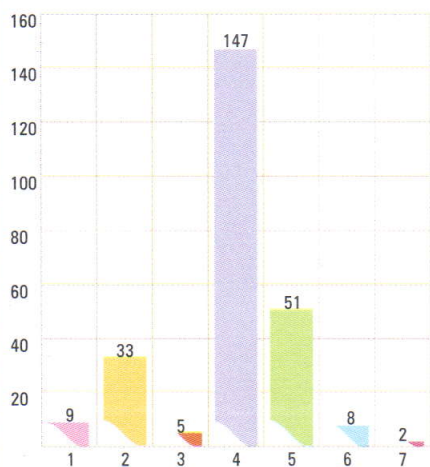
The Academic Competency Level Evaluation TK3 Course was conducted for the first time in 2006. The course session started on 27th Nov, and ended on 29th November 2006. The evaluation session was on 6th and 7th December, whilst the examination was held on December 11th, 2006. The course was conducted at the Dragon Lecture Room, Jejawi, and was attended by 17 participants, which comprised of university lecturers grade DS45. Two of the participants applied to sit again for the test in order to improve their previous results. The course was divided into two main components, namely course evaluation (70%) and course test (30%).

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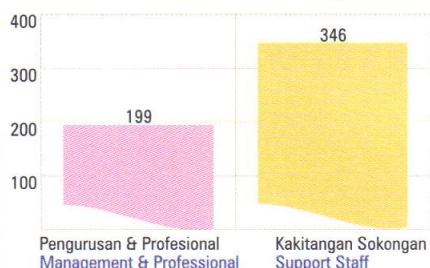
Perjawatan Universiti Malaysia Perlis Tahun 2006
Recruitment of Universiti Malaysia Perlis Year 2006

KUMPULAN PERKHIDMATAN SERVICE GROUP	BILANGAN TOTAL
Pengurusan Tertinggi / Top Management	3
Akademik / Academic	
1. Profesor / Professor	9
2. Profesor Madya / Associate Professor	33
3. Pensyarah Kanan / Senior Lecturer	5
4. Pensyarah / Lecturer	147
5. Pegawai Latihan Vokasional (PLV) / Vocational Training Officer (VTO)	51
6. Guru Bahasa / Language Teacher	8
7. Tutor / Tutor	2
Bukan Akademik / Non Academic	88
Kakitangan Sokongan / Support Staff	199
Jumlah Keseluruhan / Total Amount	545



Staf Akademik / Academic Staff

- 1. Profesor / Professor
- 2. Profesor Madya / Associate Professor
- 3. Pensyarah Kanan / Senior Lecturer
- 4. Pensyarah / Lecturer
- 5. PLV / Vocational Training Officer
- 6. Guru Bahasa / Language Teacher
- 7. Tutor / Tutor



Kumpulan Perkhidmatan / Service Group

Skim Latihan Tenaga Pengajar Akademik (SLTPA)
Academic Staff Training Scheme (SLTPA)

Tahun / Year		2006			
		Sarjana Masters		PhD	
Bil	Pusat Pengajian Kejuruteraan / School	Dalam Negara	Luar Negara	Dalam Negara	Luar Negara
		Local	Abroad	Local	Abroad
1	Komputer & Perhubungan / Computer & Communication	3	1	2	2
2	Bahan / Materials	-	1	1	1
3	Mikroelektronik / Microelectronic	1	2	-	-
4	Pembuatan / Manufacturing	1	2	1	1
5	Sistem Elektrik / Electrical System	2	1	-	-
6	Mekatronik / Mechatronic	3	3	-	1
7	Bioproses / Bioprocess	1	1	1	1
8	Alam Sekitar / Environmental	2	-	3	-
9	PKKK / PKKK	2	-	1	-
Jumlah / Total		15	11	9	6
Jumlah Keseluruhan Total Amount		26		15	
		41			

Skim Pengajian Lanjutan Kakitangan Akademik (SPLKA)
Academic Staff Postgraduate Study Scheme (SPLKA)

Tahun / Year		2006			
		Sarjana Masters		PhD	
Bil	Pusat Pengajian Kejuruteraan / School	Dalam Negara	Luar Negara	Dalam Negara	Luar Negara
		Local	Abroad	Local	Abroad
1	Komputer & Perhubungan / Computer & Communication	-	-	-	1
2	Bahan / Materials	1	-	-	-
3	Mikroelektronik / Microelectronic	-	-	1	1
4	Pembuatan / Manufacturing	-	-	-	1
5	Mekatronik / Mechatronic	1	-	1	-
6	PKKK / PKKK	-	-	-	1
Jumlah / Total		2	-	2	4
Jumlah Keseluruhan Total Amount		2		6	
		8			

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KURSUS ANJURAN UNIT LATIHAN / COURSE ORGANISED BY TRAINING UNIT

KURSUS PENGURUSAN PERSONALIA

KURSUS PENGURUSAN PERSONALIA SIRI I

Tarikh - 23 - 25 Januari 2006 (Siri I)
Tempat - Cinta Sayang Golf Club, Sungai Petani Kedah

KURSUS PENGURUSAN PERSONALIA SIRI II

Tarikh - 8 - 10 Februari 2006 (Siri II)
Tempat - Cinta Sayang Golf Club, Sungai Petani Kedah

Objektif Kursus

1. Memberi pendedahan dan pengetahuan tentang aspek pengurusan sumber manusia kepada peserta kursus
2. Menanam nilai-nilai kepimpinan kepada peserta kursus
3. Meningkatkan kualiti hubungan manusia dikalangan pegawai-pegawai khususnya hubungan mereka terhadap dengan kakitangan bawahan

KURSUS PEMANDU CEMERLANG SIRI II

Tarikh - 3 - 5 Februari 2006
Tempat - Kompleks Pertanian Bkt Temiang Beseri Perlis

Objektif Kursus

1. Meningkatkan tahap profesionalisme pemandu
2. Membentuk nilai serta etika kerja yang baik dikalangan peserta
3. Mendedahkan pelbagai kemahiran serta pengetahuan yang bersesuaian dengan kerjaya mereka sebagai pemandu

KURSUS PERKHIDMATAN PELANGGAN SIRI I & II

KURSUS PERKHIDMATAN PELANGGAN SIRI I

Tarikh - 22 & 23 Mac 2006
Tempat - Sungai Petani Inn, Sungai Petani Kedah

KURSUS PERKHIDMATAN PELANGGAN SIRI II

Tarikh - 30 & 31 Mac 2006
Tempat - Harvard Suasana Hotel, Gurun Kedah

Objektif Kursus

1. Meningkatkan kemahiran berkomunikasi, berinteraksi dan berunding dengan pelanggan bagi mewujudkan kepuasan pelanggan dalam suasana 'win-win'
2. Meningkatkan keyakinan, kematangan dan profesionalisme semasa berurusan dengan pelanggan
3. Membina potensi diri di kalangan peserta di UniMAP
4. Menilai tahap ketrampilan diri secara objektif dan mengambil langkah bagi memperbaiki kelemahan yang ada

HUMAN RESOURCE MANAGEMENT

HUMAN RESOURCE MANAGEMENT COURSE SERIES I

Date - 23rd - 25th January 2006 (Series I)
Venue - Cinta Sayang Golf Club, Sungai Petani Kedah

HUMAN RESOURCE MANAGEMENT COURSE SERIES II

Date - 8th - 10th February 2006 (Series II)
Venue - Cinta Sayang Golf Club, Sungai Petani Kedah

Course Objectives

1. To expose participants to current knowledge on human resource management
2. To instill leadership values amongst participants
3. To increase the quality of human relationship amongst officers and their subordinates.

EXCELLENT DRIVER COURSE SERIES II

Date - 3rd - 5th February 2006
Venue - Bukit Temiang Agriculture Complex, Beseri Perlis

Course Objectives

1. To improve driver's professionalism.
2. To instill good values and work ethics among drivers.
3. To expose various relevant skills and knowledge to participants.

CUSTOMER SERVICE COURSE SERIES I AND SERIES II

CUSTOMER SERVICE COURSE SERIES I

Date - 22nd & 23rd March 2006
Place - Sungai Petani Inn, Sungai Petani Kedah

CUSTOMER SERVICE COURSE SERIES II

Date - 30th & 31st March 2006
Venue - Harvard Suasana Hotel, Gurun Kedah

Course Objectives

1. To increase communication, interaction and negotiation skills with the customer so as to create an atmosphere of customer satisfaction and a "win-win" situation.
2. To heighten confidence, maturity and professionalism when dealing with customers.
3. To enhance the participants' potential at work.
4. To evaluate the self objectively and to learn to rectify any weaknesses.

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KURSUS ANJURAN UNIT LATIHAN / COURSE ORGANISED BY TRAINING UNIT

BENGKEL PENGURUSAN KEWANGAN

Tarikh - 7 April 2006

Tempat - Hotel Brasmana, Kuala Perlis, Perlis

Objektif Kursus

1. Meningkatkan pengetahuan tentang sistem dan proses perolehan yang diguna pakai di Universiti.
2. Meningkatkan pengetahuan tentang tatacara serta proses pembayaran tuntutan kerja lebih masa yang diamalkan di UniMAP.
3. Menanam kesedaran tentang kepentingan urus tadbir kewangan yang betul kepada staf berdasarkan prosedur-prosedur yang betul.

KURSUS ETIKET SOSIAL

Tarikh - 5 & 6 Jun 2006

Tempat - Hotel Brasmana Kuala Perlis, Perlis

Objektif Kursus

1. Memahami konsep etika sosial dan protokol serta kaedah penghayatan yang sesuai dengan persekitaran organisasi dan jawatan
2. Berkebolehan melaksanakan tugas harian, khususnya yang berkaitan dengan wang, aset, dokumen dan maklumat yang merupakan unsur utama pengurusan pejabat dan dalam masa yang sama berupaya mengendalikan majlis rasmi
3. Memberikan pendedahan kepada peserta tentang peraturan-peraturan dan etika dalam pengaturcaraan majlis rasmi
4. Menjadi lebih peka terhadap kepentingan nilai-nilai ketrampilan sosial.

BENGKEL ETIKET SOSIAL DAN PROTOKOL

Tarikh - 1 Julai 2006

Tempat - Hotel Putra Palace, Perlis

Objektif Kursus

1. Menjalinkan kerjasama yang erat dikalangan kakitangan wanita UniMAP sekaligus ahli Jawatankuasa Persatuan
2. Memberikan bimbingan tentang cara pengurusan majlis dengan cekap dan sempurna dan mengikut amalan protokol semasa
3. Memberikan pendedahan kepada peserta tentang peraturan-peraturan dan atur cara majlis rasmi
4. Menjadi lebih peka tentang kepentingan nilai-nilai ketrampilan sosial ketika menghadiri majlis-majlis rasmi
5. Meningkatkan imej diri dan imej UniMAP

FINANCIAL MANAGEMENT WORKSHOP

Date - 7th April 2006

Venue - Hotel Brasmana, Kuala Perlis, Perlis

Course Objectives

1. To improve knowledge about current system and procurement process at the University.
2. To increase knowledge on the procedures and processes of overtime claim payment as practiced in UniMAP.
3. To create awareness on the importance of proper financial management procedures

SOCIAL ETIQUETTE COURSE

Date - 5th & 6th June 2006

Venue - Hotel Brasmana Kuala Perlis, Perlis

Course Objectives

1. To understand the concept of social etiquette and protocols, and methods of assimilation in the organisation.
2. To enable the proper carrying out of daily duties that involve money, assets, documents and information, and at the same time to be able to organise official functions.
3. To expose participants to the rules and ethics of official functions.
4. To enable participants to be more attentive towards the importance of social projection values.

SOCIAL ETHICS AND PROTOCOL WORKSHOP

Date - 1st July 2006

Venue - Hotel Putra Palace, Perlis

Course Objectives

1. To give coaching on efficient event management according to current protocols.
2. To give exposure on the rules and conduct during official ceremonies.
3. To guide participants to be more sensitive to the importance of social projection ethics while attending official ceremonies.
4. To improve the participants' self image as well as that of UniMAP's.

PENTADBIRAN DAN PENGURUSAN SUMBER MANUSIA

ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT

KURSUS ANJURAN UNIT LATIHAN / COURSE ORGANISED BY TRAINING UNIT

KURSUS ASAS KAUNSELING PERUNDINGAN

Kursus Asas Kaunseling Perundingan (Siri I)

Tarikh - 5 & 6 Oktober 2006
Tempat - Putra Brasmana Hotel, Kuala Perlis

Kursus Asas Kaunseling Perundingan (Siri II)

Tarikh - 17 & 18 Oktober 2006
Tempat - Putra Brasmana Hotel, Kuala Perlis

Objektif Kursus

1. Memberikan pendedahan asas kaunseling kepada pengurus/ pentadbir UniMAP dalam konteks pengurusan sumber manusia
2. Memberikan latihan dan kemahiran asas kaunseling
3. Menggunakan pendekatan humanistik dalam pengurusan dan pentadbiran

KURSUS KECEMERLANGAN DIRI DAN ORGANISASI PAR DAN PRA UniMAP

Tarikh - 22 - 24 November 2006
Tempat - Paya Pahlawan Resort, Jitra Kedah

Objektif Kursus

1. Meningkatkan semangat kerja berpasukan dan kekitaan di kalangan peserta program
2. Meningkatkan kemahiran komunikasi interpersonal peserta
3. Mengenalpasti kehebatan jatidiri peserta serta
4. Meningkatkan motivasi kerja di kalangan staf
5. Mewujudkan semangat cinta dan sayang kepada universiti di kalangan peserta



Kursus PTK Akademik TK3 pada 27-29 November, 6,7 & 11 Disember 2006 bertempat di Bilik Kuliah Dragon, Kompleks Pusat Pengajian Jejawi 3
The Academic Competency Level Evaluation TK3 Course on November 27-29, December 6,7 & 11 2006 at Dragon Lecture Room, Jejawi 3 School Complex



BASIC NEGOTIATION COUNSELING COURSE

Basic Negotiation Counseling Course (Series I)

Date - 5th & 6th October 2006
Venue - Putra Brasmana Hotel, Kuala Perlis

Basic Negotiation Counseling Course (Series II)

Date - 17th & 18th October 2006
Venue - Putra Brasmana Hotel, Kuala Perlis

Course Objectives

1. To give basic counseling exposure to UniMAP managers / administrators within the human resource management context.
2. To provide training and basic counseling skills.
3. To educate participants on the importance of applying humanistic approach in management and administration.

SELF EXCELLENCE AND ORGANISATION COURSE

Date - 22nd & 24th November 2006
Venue - Paya Pahlawan Resort, Jitra Kedah

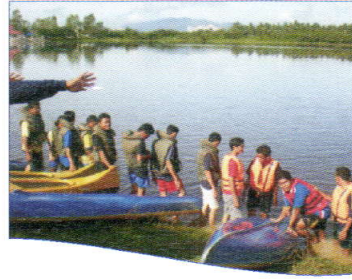
Course Objectives

1. To increase the spirit of team work and to induce a sense of belonging among the participants in the programme.
2. To improve participants' interpersonal and communications skills.
3. To inculcate self confidence amongst participants.
4. To increase participants' motivation for work.
5. To create an environment whereby love for the University can be developed amongst participants.

PENTADBIRAN DAN PENGURUSAN SUMBER MANUSIA

ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT

KURSUS ANJURAN UNIT LATIHAN / COURSE ORGANISED BY TRAINING UNIT



PENTADBIRAN DAN PENGURUSAN SUMBER MANUSIA

ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT

KURSUS & SEMINAR ANJURAN PIHAK LUAR

COURSE & SEMINAR ORGANIZED BY OUTSIDE PARTY

- | | |
|--|---|
| <p>1. Kursus Etika dan Keselamatan
Tarikh : 17 - 19 Januari 2006
Tempat : Institut Pengurusan Kedah
Penganjur : KIM</p> | <p>1. Course on Ethics and Safety
Date : 17th - 19th January 2006
Venue : Kedah Institute of Management
Organiser : KIM</p> |
| <p>2. Seminar Profesional dan Jatidiri Dalam Organisasi
Tarikh : 23 - 25 Februari 2006
Tempat : Holiday Villa Alor Star
Penganjur : Persatuan Setiausaha SETIA</p> | <p>2. Professionalism and Integrity in the Organisation Seminar
Date : 23rd - 25th February 2006
Venue : Holiday Villa Alor Star
Organiser : Secretarial Association SETIA</p> |
| <p>3. Seminar Minggu Setiausaha 2006
Tarikh : 31 Mac - 02 April 2006
Tempat : Hotel Crown Princess, Kuala Lumpur
Penganjur : Persatuan Pembantu Tadbir Kesetiausahaan</p> | <p>3. Secretarial Week Seminar 2006
Date : 31st March - 02nd April 2006
Venue : Hotel Crown Princess, Kuala Lumpur
Organiser : Assistant Administrator Secretarial Association</p> |
| <p>4. Seminar Kecergasan Eksekutif NFC Peringkat Negeri Perlis 2006
Tarikh : 04 - 06 Mac 2006
Tempat : Harvard Hotel, Gurun, Kedah
Penganjur : Jabatan Belia dan Sukan Perlis</p> | <p>4. State Level NFC Executive Fitness Seminar 2006
Date : 04th - 06th March 2006
Venue : Harvard Hotel, Gurun, Kedah
Organiser : Youth & Sport Department, Perlis</p> |
| <p>5. Kursus E - Perolehan
Tarikh : 28 - 30 Mac 2006
Tempat : NBN Komputer, Kangar, Perlis
Penganjur : MARA Perlis</p> | <p>5. E-Procurement Course
Date : 28th - 30th March 2006
Venue : NBN Komputer, Kangar, Perlis
Organiser : MARA Perlis</p> |
| <p>6. Kursus AKTA KWSP (Pengurusan Caruman)
Tarikh : 20 April 2006
Tempat : Hotel Park Avenue, Sg Petani
Penganjur : KWSP</p> | <p>6. EPF ACTS Course Contribution Management)
Date : 20th April 2006
Venue : Hotel Park Avenue, Sg Petani
Organiser : KWSP</p> |
| <p>7. Seminar Pengurusan Kewangan Sektor Awam
Tarikh : 29 - 31 Mei 2006
Tempat : Hotel Persiaran Gurney, Pulau Pinang
Penganjur : Jabatan Bendahari USM</p> | <p>7. Public Sector Financial Management Seminar
Date : 29th - 31th May 2006
Venue : Persiaran Gurney Hotel, Pulau Pinang
Organiser : Treasury Department USM</p> |
| <p>8. Workshop Write Right For Business
Tarikh : 13 - 14 Jun 2006
Tempat : Hotel Pan Pacific Kuala Lumpur
Penganjur : UTM</p> | <p>8. Workshop on Write Right for Business
Date : 13th - 14th Jun 2006
Venue : Hotel Pan Pacific, Kuala Lumpur
Organiser : UTM</p> |
| <p>9. Kursus Pengurusan Latihan
Tarikh : 7 - 9 Ogos 2006
Tempat : Bella Vista Langkawi
Penganjur : Yayasan Amanah Latihan Berkanun</p> | <p>9. Management Training Course
Date : 7th - 9th August 2006
Venue : Bella Vista Langkawi
Organiser : Statutory Trust Training Foundation</p> |
| <p>10. Kursus Awalan Kebangsaan Futsal
Tarikh : 11 - 14 Ogos 2006
Tempat : Wisma FAM Kelana Jaya
Penganjur : Persatuan Bolasepak Malaysia (FAM)</p> | <p>10. National Basic Futsal Course
Date : 11th - 14th August 2006
Venue : FAM Building Kelana Jaya
Organiser : Football Association of Malaysia (FAM)</p> |

PENTADBIRAN DAN PENGURUSAN SUMBER MANUSIA

ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT

KURSUS & SEMINAR ANJURAN PIHAK LUAR

COURSE & SEMINAR ORGANIZED BY OUTSIDE PARTY

11. Seminar Pemantapan Pengurusan Akademik IPT 2006

Tarikh : 1 - 3 September 2006

Tempat : Hotel Gurney Georgetown Pulau Pinang

Penganjur : Universiti Sains Malaysia Pulau Pinang

11. IPT Solid Academic Management Seminar 2006

Date : 1st - 3rd September 2006

Venue : Gurney Hotel Georgetown Pulau Pinang

Organiser : Universiti Sains Malaysia Pulau Pinang

12. Kursus Peningkatan Kualiti Pembantu Klinik & Farmasi

Tarikh : 20 - 21 September 2006

Tempat : Unit Latihan Universiti Sains Malaysia

Penganjur : Unit Latihan Universiti Sains Malaysia

12. Clinic and Pharmacy Assistants Quality Improvement Course

Date : 20th - 21st September 2006

Venue : Training Unit Universiti Sains Malaysia

Organiser : Training Unit Universiti Sains Malaysia

13. Bengkel Fotografi

Tarikh : 15 - 16 November 2006

Tempat : Hotel Putra Brasmana Kuala Perlis

Penganjur : Unit Latihan Jabatan Pendaftar, UUM

13. Photography Workshop

Date : 15th - 16th November 2006

Venue : Hotel Putra Brasmana Kuala Perlis

Organiser : Registry Department Training Unit Universiti Utara Malaysia

