



EMPLOYERS CIRCULAR NO. 12/2004

POSITIVE WORK CULTURE TRAINING PROGRAMME

1.0 PURPOSE

- 1.1 The purpose of this circular is to inform all employers registered under the Human Resources Development Fund (HRDF) regarding the "Positive Work Culture" training programme for their employees.

2. BACKGROUND

- 2.1 Inline with the need to develop a workforce of well-trained and highly motivated Malaysia Workers, Pembangunan Sumber Manusia Berhad (PSMB) has developed a special programme on positive work culture. This programme is offered to all employers registered under the Human Resources Development Fund (HRDF).
- 2.2 The purpose of this training programme is to develop positive work culture amongst the Malaysian workforce in order to enhance their productivity and competitiveness. This course consists of topics in self-awareness and improvement targeted for workers as well as executives in the manufacturing and service industry.

3.0 IMPLEMENTATION

- 3.1 The training programme is to be delivered "in-house" either at employer's premises or outside employers' premises. Employers can engage any of the training providers approved by PSMB to deliver this training programme. Please refer to [Appendix A](#) for the list of approved training providers. New training providers approved will be updated in PSMB website: www.hrdnet.com.my.
- 3.2 The curriculum structure of this Positive Work Culture was developed in collaboration with experts in motivation skills and industry representatives. (Please refer to [Appendix B](#)). Employers can also view the curriculum at PSMB website : www.hrdnet.com.my.
- 3.3 This programme will be implemented under the PERLA scheme, where course fee will be paid by PSMB to training providers concerned and the amounts incurred will be debited to individual employer's account under the HRDF. The course fee for this 2-days training programme conducted by the approved training provider is RM 5,000.00.
- 3.4 In the PERLA scheme, training provider has to obtain employer's permission to check employer's levy balance with form PSMB/PER/1/03. This is to reserve the amount of training fee to be claimed by training provider after completion of the training programme.
- 3.5 Employers can submit claims for other "allowable costs", if applicable, subjected to the terms and conditions determined by PSMB. The relevant forms which have to be submitted are as follows:
- a) PSMB/PER/T1/01
can be obtain from website: (http://www.hrdnet.com.my/borang/bi/Pert1_i.doc); and
 - b) PSMB/PER/2/01
can be obtain from website: (http://www.hrdnet.com.my/borang/bi/Per2_i.doc)
(prepared by training provider)

4.0 FURTHER ENQUIRIES

- 4.1 PSMB hopes that this Positive Work Culture training programme registered under the PERLA scheme will assists employers in achieving a disciplined and motivated workforce to enhance their productivity and competitiveness. Please contact 03-2098 4804 (Nuraisyah Bt Hassan) for further enquiries.

Thank you.

**"PEKERJA TERLATIH MENJANA KECEMERLANGAN"
"BERSAMAMU MEMBINA DAYA SAING NEGARA"**

Yours Sincerely,

(SHHRIL BIN HASSAN)

General Manager
Training Resources Development Division
On Behalf Of Chief Executive
Pembangunan Sumber Manusia Berhad