

## **EMPLOYERS CIRCULAR NO. 4/2015**

### **COACHING AND MENTORING PROGRAMMES ARE CLAIMABLE UNDER HRDF**

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#### **1.0 PURPOSE**

- 1.1 The purpose of this circular is to inform employers that coaching and mentoring programmes are eligible for financial assistance from the Human Resource Development Fund (HRDF) under the SBL Scheme.

#### **2.0 BACKGROUND**

- 2.1 From our engagement with employers, it is strongly acknowledged that organisations now realised the significant benefits of developing talent through coaching and mentoring programmes. Coaching and mentoring are two important processes that can be applied in different areas such as academic institutions or even in workplace settings to ensure continuous process of development, feedback and positive learning energy focused on employees.
- 2.2 The main purpose of coaching and mentoring in the workplace is to motivate employees to bring out the best of their capabilities. Thus, the focus on coaching and mentoring is to develop individual potentials and optimising the person's capabilities. Therefore, coaching and mentoring can address issues on the skills that need to be strengthened, lapses in some working behaviours and possible performance that need to be corrected.

### 3.0 TERMS AND CONDITIONS OF COACHING AND MENTORING PROGRAMME

3.1 Table 1 below shows the terms and conditions for coaching and mentoring programme:-

No	Item	Condition						
1	Course fee	Based on man-day rate as follow:-						
		<table border="1"><thead><tr><th>Number of Hours</th><th>Maximum Amount</th></tr></thead><tbody><tr><td>1 man-day (7 hours)</td><td>RM5,000.00</td></tr><tr><td>Minimum hours (4 hours)</td><td>RM2,500.00</td></tr></tbody></table>	Number of Hours	Maximum Amount	1 man-day (7 hours)	RM5,000.00	Minimum hours (4 hours)	RM2,500.00
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		1 man-day (7 hours)	RM5,000.00					
Minimum hours (4 hours)	RM2,500.00							
(The minimum hours required is aligned with other schemes by HRDF).								
2	Training Provider	The current terms and conditions will be applied.						
3	Trainee	No maximum number of trainee						
4	Allowance	No allowance will be granted						

**TABLE 1: Summary of Terms and Conditions for Coaching and Mentoring Programme**

### 4.0 APPLICATION TERMS AND PROCEDURES

4.1 Application for Coaching and Mentoring must be done online via Electronic Transformed Information System (eTRiS) under SBL Scheme. Every application must be made at least one day before the commencement of the programme.

4.2 Every application form needs to be submitted with complete supporting documents. These documents are:

- a) Programme Structure;
- b) Trainer's Profile; and
- c) Course Quotation.

### 5.0 CLAIMS PROCEDURES

5.1 Registered employers can submit claims after completion of the coaching and mentoring training by applying for claims online via eTRiS.

5.2 Every application needs to be submitted with complete supporting documents as per claim requirements under current terms and conditions.

## **6.0 EFFECTIVE DATE**

6.1 This circular will take effect from 2 June 2015.

## **7.0 CONCLUSION**

7.1 Any inquiries and assistance regarding the above, please call our Customer Service number at 1-800-88-4800 or officers at PSMB's branches.

Thank you.

***"PEOPLE, PROWESS, PROGRESS"***  
***"PEKERJA SIHAT, PRODUKTIVITI MENINGKAT"***

Sincerely,

**(CM VIGNAESVARAN A/L JEYANDRAN)**  
Chief Executive  
Pembangunan Sumber Manusia Berhad