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Kulit 6
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EMPLOYERS CIRCULAR NO. 6/2011

ESTABLISHMENT OF NATIONAL HUMAN RESOURCES CENTRE IN PEMBANGUNAN SUMBER MANUSIA BERHAD

1.0 PURPOSE

- 1.1 The purpose of this circular is to inform Small and Medium Enterprise (SME) employers on the establishment of the National Human Resources Centre (NHRC) in Pembangunan Sumber Manusia Berhad (PSMB).

2.0 BACKGROUND

- 2.1 To intensify Human Capital Development as outlined in the New Economic Model (NEM), several measures had to be undertaken to drive both workforce and workplace transformations. The transformations require the establishment of the NHRC to strengthen strategic human resources management among SMEs, which constitute 99.2% of the businesses in the country.
- 2.2 The use of progressive and modern HR practices enables SMEs to attract and retain high quality and productive workforce. This has been proven by international experience and multinational companies (MNCs) in enhancing their competitiveness.

2.3 The NHRC will play the role of HR Department of SMEs by providing strategic HR support and giving advice to increase the productivity and enhance their workforce to a higher level of competency and capability. The services will be gradually increased from basic advisory to professional consultancy services.

3.0 SERVICES OFFERED

3.1 Beginning 1 August 2011, SME employers can interact with officers of the NHRC through **online, walk-in and telephone** to request for assistance on HR areas listed below. These services are provided free.

- i. HR Related Regulatory Requirements
- ii. Recruitment and Selection
- iii. Compensation and Benefits
- iv. Employee Development
- v. Employee Relations

3.2 The NHRC online services are available at the centre's own portal i.e. www.nhrc.com.my. The portal also contains FAQ section to educate and provide basic information on HR to SMEs.

3.3 To increase the skills, knowledge and competencies of SMEs in areas relating to HR, the centre will also organise HR capability building programmes under the SMETAP Scheme. A Training Calendar will be distributed separately and SME employers are encouraged to send their

workers for the up-skilling and reskilling training programmes. As the training programmes are also classified under the 1Malaysia Training Programme, the Government would finance 20% of the course fee until the fund is fully utilised.

- 3.4 To share and tap the knowledge and experiences of HR experts as well as to inculcate good HR Practices among SMEs, NHRC will facilitate Business Owners Peer Sharing platform by organising HR Club programmes.
- 3.5 The HR Club is a supporting networking environment or sessions organised in every state for sharing of HR knowledge, experiences and best practices among HR professionals and practitioners.
- 3.6 The services of the NHRC including its portal will be enhanced from time to time and employers will be informed of the enhancement and upgrades through the same medium.

4.0 **CONCLUSION**

- 4.1 To utilise the services offered at the NHRC, SME employers can contact the following officers for assistance:
 - i. Siti Awarni binti Yaakop – (03) 2096 4858
 - ii. Sakinah binti Shaari – (03) 2096 4959
 - iii. Shurul Baidura binti Zamri – (03) 2096 4703
 - iv. Tan Say Pooi – (03) 2096 4841
 - v. Noorliza binti Nuruddin – (03) 2096 4929

4.2 Please feel free to surf www.nhrc.com.my if employers prefer to engage through email, live chat or forum.

Thank you.

“PSMB – SHAPING PEOPLE”
“Pekerja Merealisasi Transformasi Negara”

Yours sincerely,

(AMIRNUDDIN BIN MAZLAN)
Chief Executive
Pembangunan Sumber Manusia Berhad