

SEBA ELEVATE

Training Programme Listing - Organised as Five Signature Academies

SEBA PEOPLE - HR, Culture & Workplace Excellence

Programmes for HR professionals and anyone shaping culture, engagement, compliance, and the day-to-day experience of work.

PROGRAMME	FOCUS / DESCRIPTION	TARGET AUDIENCE
Strategic HR for Business Growth	Positioning HR as a strategic business partner	HR professionals & business partners
HR for Non-HR Managers	Essential people management skills	Non-HR managers
Performance Management Masterclass	Designing and managing meaningful performance systems	HR professionals & managers
Managing Poor Performance Professionally	Documentation, communication and intervention	Managers & HR professionals
Employee Engagement Beyond Activities	Building genuine engagement and commitment	HR professionals & managers
Retention Strategies for SMEs	Practical approaches to retaining key employees	HR professionals & business owners
Managing Multi-Generational Workforces	Leading different expectations and working styles	Managers & HR professionals
Workplace Investigation Fundamentals	Conducting fair and structured investigations	HR professionals
Handling Workplace Complaints	Managing complaints professionally and consistently	HR professionals & managers
Sexual Harassment Prevention & Awareness	Prevention, response and workplace responsibilities - aligned with the updated Anti-Harassment & Grievance framework	All employees
Workplace Bullying & Toxic Behaviour	Identifying and addressing harmful workplace behaviour	All employees & managers
Succession Planning & Talent Development	Developing internal talent pipelines	HR professionals & senior leaders
HR Analytics for Non-Analytical HR Professionals	Using workforce data for better decisions	HR professionals
High-Impact Presentation Skills	Presenting ideas persuasively to different audiences	All employees
Problem-Solving Beyond the Obvious	Root-cause analysis and structured problem solving	All employees & managers
Managing Workplace Conflict	Resolving conflict constructively and professionally	Managers & HR professionals
Personal Accountability & Ownership	Developing a stronger ownership culture	All employees

PROGRAMME	FOCUS / DESCRIPTION	TARGET AUDIENCE
Business Writing & Professional Correspondence	Writing effective emails, reports and business documents	All employees
Cross-Generational Communication	Bridging communication gaps between generations	All employees & managers
The Cost of Silence	Building speak-up cultures - helps organisations address hidden workplace issues	Managers & HR professionals
Managing Employees Who Are Quietly Disengaging	Focuses on early signs before resignation	Managers & HR professionals
Quiet Quitting, Quiet Firing & Workplace Trust	A modern workplace issue rarely addressed deeply	Managers & HR professionals
Managing Workplace Gossip & Informal Power	Addresses hidden organisational dynamics	Managers & HR professionals
When Employees Stop Caring	Diagnosing disengagement before turnover	Managers & HR professionals
Trust Repair After Workplace Conflict	Rebuilding relationships after breakdowns	Managers & HR professionals
The Invisible Employee Experience	Understanding informal experiences not captured by surveys	HR professionals & senior leaders
The Psychology of Accountability	Why employees avoid ownership and how to change it	Managers & HR professionals
Difficult Employees or Difficult Systems?	Diagnosing whether performance problems are systemic	Managers & HR professionals
Workplace Civility & Respect	Preventing toxic behaviour before it escalates	All employees
Employment Act & Malaysian Labour Law Essentials NEW	Updated edition, reflecting the latest legislative changes	HR professionals & business owners
Gig Economy & Flexible Work Compliance NEW	Reflects RMK13's gig-worker protections - genuine whitespace, few local providers cover this	HR professionals & business owners
Workplace Social Protection & Benefits Briefing NEW	Covers expanded social protection under RMK13	HR professionals & business owners
Green Office Practices & Carbon Awareness NEW	Practical, operational sustainability habits for the workplace	All employees