



**CERTIFIED PROFESSIONAL (SHRM-CP)
PREPARATORY COURSE**

24-26 JULY 2023

OVERVIEW

The SHRM-CP and SHRM-SCP are the first-ever behavioral competency-based certifications for HR generalists, based upon a core set of competency and knowledge outlined in the SHRM BoCK™ – a product of vigorous research involving thousands of HR professionals – identifies 8 key behavioral competencies and 15 HR functional areas that are critical to the success of any HR professionals. Individuals who earn a SHRM-CP or SHRM-SCP credential join the fastest-growing community of HR professionals around the world. SHRM certifications are recognised by employers across the globe in all industries.



PROGRAMME OBJECTIVES

This comprehensive program, led by a SHRM-certified HR practitioner, will help prepare you to earn your SHRM-CP certification. You will experience a detailed review of the current SHRM Body of Applied Skills & Knowledge™ (SHRM BASK™). During your learning experience, your expert facilitator will build upon the foundation you've already established through your studies, guiding you through interactive discussions, sample test questions and periodic progress checks. You will be able to identify your areas of strength and build on them, and pinpoint areas where you need further concentrated study in preparation for either exam.

The SHRM-CP exam is designed to assess the competency level of those who engage in HR work at the operational level.

WHO IS THIS PROGRAMME FOR?

The SHRM-CP is for early- to mid- career HR professionals who implement policies and strategies, serve as point of contact for staff and stakeholders, deliver HR services, and perform operational HR functions.

METHODOLOGY

Virtual Instructor Led Training (VILT)

PRE-REQUISITE

Candidates for the SHRM-CP certification are not required to hold an HR title and do not need a degree or previous HR experience to apply; however, a basic working knowledge of HR practices and principles is recommended.

PROGRAMME DELIVERY

Date	Duration
24 July 2023	8:30 AM - 5:00 PM
25 July 2023	8:30 AM - 5:00 PM
26 July 2023	8:30 AM - 12:00 PM

PROGRAMME OUTLINE

HR Competencies	<ul style="list-style-type: none">▪ Leadership and navigation▪ Ethical practice▪ Business acumen▪ Consultation▪ Critical Evaluation▪ Relationship Management▪ Global & Cultural Effectiveness▪ Communication
People	<ul style="list-style-type: none">▪ HR Strategic planning▪ Talent Acquisition▪ Employee Engagement & Retention▪ Learning & Development▪ Total Rewards
Organisation	<ul style="list-style-type: none">▪ Structure of the HR function▪ Organisational Effectiveness & Development▪ Workforce Management▪ Employee & Labor Relations▪ Technology Management
Workplace	<ul style="list-style-type: none">▪ HR in the global context▪ Diversity & Inclusion▪ Risk Management▪ Corporate Social Responsibility

PROGRAMME LEADER

THAM CHIEN PING (CP)

SHRM REPRESENTATIVE & MASTER FACILITATOR, SOUTH-EAST ASIA
SHRM-SCP, IHRP-SP, FCIPD, GRP, CPTD, ACLP, IAF-CPF, PCC, AWI-CH

Tham Chien Ping (CP) is a HR Leader based in Singapore with more than 12 years of broad HR experience in Business Partnering, Learning, Talent and Organisation Development locally and regionally in Asia. Currently a HR leader at a fast-growing Med-Tech Start-Up, CP has assumed various HR roles in Public Service, Banking and Professional Services, Pharmaceuticals and Medical Devices, Information Technology and Tech Start-Ups.

A SHRM-SCP, he has also been supporting the offsite and onsite content development for SHRM since 2016, spoken at SHRM conferences and was recently appointed as the SHRM Representative and Master Facilitator in Singapore, supporting the strategic partnership with the Institute of HR Professionals, a local HR accreditation body and to support SHRM's outreach in Singapore and the regional countries. He is also active in providing consultancy, training and facilitating workshops to corporates, government agencies and non-profit organisations, and on an adjunct basis at various educational institutions including Nanyang Technological University (NTU), Singapore Management University Academy and Sasin School of Business in Thailand.

CP holds a Master of Science in I/O Psychology from Baruch College, City University of New York and a MBA (Merit) with Strathclyde Business School, University of Strathclyde.

SHRM CERTIFIED PROFESSIONAL (SHRM-CP) PREPARATORY COURSE

■ 124-26 July 2023



To apply for the programme, please email your completed form to askseed@bilif.com.bn by 26 June 2023

CATEGORIES	STAKEHOLDER	NON STAKEHOLDER
PROGRAMME FEE ONLY [EXCLUSIVE EXAM FEE]	<input type="checkbox"/> \$2,000.00 [SBS:30%]	<input type="checkbox"/> \$2,200.00

By completing and signing this form, you hereby agree to the terms and conditions below:

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

APPROVING OFFICER

Name:	<input type="text"/>	Email:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>

Please email the invoice to:

Signature and Company's Stamp

Terms and conditions:

Cancellation Policy:

- All cancellation must be submitted to BILIF in writing either by letter or email.
- Any cancellation received 30 days or more prior to the training date will incur a cancellation fee of 10% of the programme fee.
- Cancellation received 8 - 14 days to the training date will incur a cancellation fee of 50% of the programme fee.
- Cancellation of registrations received 7 days or less from the date of training or if the delegate fails to attend the training, he/she will be considered as 'no show' and is subjected to 100% of the programme fee.
- BILIF welcomes and accepts replacement of participants a day before the training commences.

Other terms:

- Participants must complete all scheduled sessions and activities for them to receive the certificate of attendance/ completion.
- Payment must be made upon receipt of invoice issued by BILIF.
- BILIF reserves the right to amend, change or cancel the programme at any given time. We will immediately notify participants and organisations if any such changes are to be made.

ABOUT BRUNEI INSTITUTE OF LEADERSHIP AND ISLAMIC FINANCE

Brunei Institute of Leadership & Islamic Finance (BILIF) was established in 2010 as the Centre of Excellence for the finance industry in Brunei Darussalam, providing high-quality learning solutions, including signature and collaborative events for human capacity development in the areas of Islamic finance and leadership. Under the purview of Brunei Darussalam Central Bank (BDCB), BILIF plays a fundamental role in Pillar 5 of Brunei Darussalam Financial Sector Blueprint 2016-2025 in raising financial industry standards especially in the areas of Islamic finance. All of our programmes are accredited by Brunei Darussalam National Accreditation Council as Value Added Qualifications. Appointed by BDCB, BILIF is the official licensing examination centre for Financial Planning Practitioners' Programme (FPPP) and Qualifying Examination for Insurance/Takaful Agents (QEFITA). BILIF is also the official examination centre for all examinations under Chartered Institute for Securities & Investment (CISI), UK; Chartered Bankers Institute(CBI), UK; International Compliance Association (ICA) and The Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI), Bahrain.

Over the past 10 years, BILIF has forged strategic partnerships with local and international organisations enabling us to bring professional programmes, expertise and opportunities to shape future leaders, experts and innovators in the areas of Islamic finance and leadership. More recently, BILIF has also established partnerships with Bahrain Institute of Banking and Finance (BIBF) and The London Institute of Banking & Finance (LIBF), both with the objective of bringing more quality learning opportunities for our participants in the areas of banking and finance. BILIF has been honoured with multiple international awards and accolades: The "Best Emerging Islamic Finance Training Institution – Brunei 2021" from the International Finance Awards 2022, "Best Islamic Finance Education & Training Brunei 2021" from the Global Banking & Finance Awards®, "Global Good Governance (3G) Human Resource Development Award 2022" received at the 7th Annual 3G Awards Ceremony and GIFA Excellence Award (Islamic Finance Training & Education) in 2022; The GIFA Excellence Award (Islamic Finance Training and Education) 2021 at the 11th Global Islamic Finance Awards (GIFA), the Award for "Contribution to Organisation" at the Asia HRD Awards in 2021; and the GIFA Excellence Award (Islamic Finance Training and Education) in 2019.

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Events

687

Programmes
and Examinations

15,300+

Participants



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for any enquiries

askSEED@bilif.com.bn

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+673 8271140 to learn more about our offerings*



INTERNATIONAL AWARD WINNING INSTITUTE

