



EXECUTIVE CERTIFICATE IN

# Human Resource Management

*Become an HR expert : Master the skills to attract top talent, develop your workforce, and lead with impact with our HRM course.*



## OUR GOAL



### Optimize

We are committed to transforming personal, team and organizational performance using high powered solutions to empower people and develop leaders.



### Empower

We are dedicated to be instrumental in the empowerment of individuals and to educate and develop excellent leaders for human development.

## Who We Are?

Educational Development Institute (EDI) is the leading professional training programs, consultancy service, and research service provider in Cambodia. Founded in 2007, we are a member of Westline Education Group (WEG). EDI is committed to providing quality education, virtue, and humanity which will bring real development to Cambodia.

**We find solutions to your Professional Growth.**

MORE THAN

**125**

COURSES

MORE THAN

**55**

TRAINERS

MORE THAN

**15 K**

CLIENTS



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**Develop Your People  
Grow Your Business**

# Introduction

The HR function has grown to take on increasingly bigger roles in strategic business planning. Because managing human resources are critical to an organization's success, knowledgeable and skilled Human Resource professionals are always in high demand. Human Resource professionals have evolved from behind-the-scenes administrators to leading the company in acquiring top talent and changing policies. Today's Human Resource generalists and specialists are tasked not only with talent management but are increasingly relied upon by senior executives to contribute to strategic planning. EDI's executive training program in HR Management prepares you to be an effective and integral member of an organization's Human Resource Management team.



## Grasp the Core HR Functions

This includes understanding recruitment, selection, training, performance management, compensation, employee relations and leadership.



## Develop Professional Skills

Enhance communication, interpersonal skills, and ethical decision-making; all crucial for success in HR.



## Contribute to Organizational Effectiveness

By effectively managing HR, you'll learn how to support an organization's goals and objectives through its workforce.

# Course Structure

## Duration

The Executive Certificate in Human Resource Management course is offered in approximately **108 hours** OR **7-weekends** (approx. 16 hours or 1/2-days per module). The maximum number of intakes per batch is 20 participants only. The mode of course delivery is Hybrid mode; with the option to in-classroom learning or join online.



## Course Instruction & Delivery

- Mode of course instruction : **KHMER & ENGLISH**
- Mode of course delivery : **HYBRID CLASSROOM**
  1. Attend in-classroom sessions at EDI, or
  2. Join ONLINE via ZOOM

*Develop Your People, Grow Your Business*

## Who Should Attend?

This Executive Certificate Program in Human Resource Management is designed for Human Resource Professionals, & anyone who wants to excel their career in HR management; to develop the knowledge, methods, and skills necessary to meet the challenges of today's changing workplace.



## Certificate of Completion

All participants will earn a certificate in HUMAN RESOURCE MANAGEMENT upon successfully completion of the course.

# Why Join This Course?



## CAREER ADVANCEMENT

Learn from industry experts and equip yourself with the knowledge and skills needed to launch a career in Human Resources. Gain transferable skills: The skills you learn in HR, like communication, conflict resolution, and problem-solving, are valuable assets in many different fields.



## INCREASED EFFECTIVENESS IN YOUR CURRENT ROLE

Become a stronger manager; learn how to effectively recruit, onboard, and manage employees leading to a more positive and productive work environment for your team, improve employee relations & contribute more towards your organization's business strategically.



## PERSONAL DEVELOPMENT

Hone your leadership skills, increase your knowledge of employment laws & gain confidence in dealing with people issues. This course will equip you with the tools and strategies to deal with complex people issues effectively.

“Learn strategies for attracting top talent, onboarding new hires, and fostering a positive work environment that boosts employee engagement and productivity.”

# Expected Outcome

Upon completion of this program, participants are expected to:

- Enhance the ability to effectively perform **HR functions** including staff recruitment and selection, training and development, talent management, compensation and payroll management, performance appraisal management, as well as HR policy and procedure writing,
- Improve the **management** and **leadership** skills,
- Increase **communication** skills and ability to work as a team,
- Learn **techniques** and **tools** for solving problems and making decisions,
- Develop **critical thinking** skills.

## Course Outline

### ■ **MODULE 01**

Management & Leadership Skills For Managers

### ■ **MODULE 02**

Strategic Talent Management: Recruiting, Developing And Retaining Employees

### ■ **MODULE 03**

Managing Employee Performance

### ■ **MODULE 04**

Managing Compensation And Benefits

### ■ **MODULE 05**

Conflict Management And Resolution

### ■ **MODULE 06**

Cambodia Labor Law And Legal Compliance

### ■ **MODULE 07**

HR Manual And Policy Writing

# Module 01

## Management & Leadership Skills For Managers

**Management and Leadership** skills are crucial for every person in a managerial position. The lack of management and leadership skills may cause ineffective planning, misunderstanding among the team, work overload and difficulties in work implementation as well as employee performance management. This interactive training course will help managers to improve their work effectiveness and efficiency by enhancing their planning skills, people skills, communication skills and problem-solving and decision-making skills.

### TOPICS INCLUDED :



#### MODULE 01: Understanding Management Essentials

- Why Management?
- Four Basic Functions of Management
- Roles of Managers
- How to Become a Successful Manager?



#### MODULE 02: Managing Productivity

- Becoming a Productive Individual and Team
- Managing Time Effectively: Techniques and Tools
- Effective Planning: Techniques and Tools
- Achieve more with less: Techniques and Tools
- Delegation: Techniques and Tools



#### MODULE 03: Understanding Leadership Essentials

- Importance of Leadership
- Six traits of Leadership
- Leadership Styles and Effective use of each style
- Becoming a High Performing Leader



#### MODULE 04: Developing Leadership Skills

- Communication and Interpersonal skills
- Employee Motivation skills
- Problem Solving and Decision Making skills

## Course Structure

This certificate course in Management and Leadership Skills for Managers is offered in approximately **16 hours OR 2-days** period. The course is based on a participatory, active learning approach and group discussions. Participants will receive a Certificate of Participation upon successful completion of the course.

## Who Should Attend?

This Management and Leadership Skills training course is for Supervisors and Managers who have recently been appointed as managers and anyone who is new to the role of managing or supervising people or who has been in the role for a while but has not had formal training.



## Learning Outcome

Upon the completion of this two-day training, participants are expected to:

- Understand the importance of management and leadership.
- Understand the roles and functions of a manager.
- Know the skills needed to become an effective manager and leader.
- Be able to use techniques and tools to manage for productivity.
- Better communicate with people in the organization.
- Manage people effectively.
- Solve the problem and make decisions effectively.





# Module 02

## Strategic Talent Management

In this **Strategic Talent Management** program, participants will learn the key processes of attracting, selecting, developing and retaining talent. Knowing what to do when you are on your own to scout for talent. Learn to be decisive about what a candidate is worth so that you don't pay more than necessary or offer too little and not attract good applicants. Choosing Mr. Right or Ms. Right with profiling tools to assist in selection. Recruiting a new employee is one of the most important decisions any manager can make. A strong appointment adds huge value to the organization and furthers the achievement of its objectives. A poor appointment can negatively impact on customers, work teams and organizational effectiveness; and cost a great deal of money.

### TOPICS INCLUDED :



#### Module 1: Introduction

- Where is HR Today?
- Administrative or Strategic?



#### Module 2: Is he Mr. Right or Ms. Right?

- Applying profiling tools and an investigative approach
- To draw out the candidate for answers' consistency



#### Module 3: What it takes to retain right hire?

- Is money the vital satisfier?



#### Module 4: Management Phase

- HR best practices for retaining talents.
- Be out of the BOX! – Loving your people.



#### Module 5: Strategic Recruitment

- Labor Markets
- Strategic Recruitment Decision
- Internal Recruitment Methods
- External Recruiting Methods
- External Recruiting Sources
- Internet Recruiting



#### Module 6: Recruitment and Selection

- Recruiting Evaluation and Metrics
- Selection and Placement
- Selection Testing
- Selection Interviewing
- Background Investigation
- Making the Job Offer

## Course Structure

This certificate course in Strategic Talent Management is offered in approximately **8 hours OR 1-day** period. The course is based on a participatory, active learning approach, group discussions. Participants will receive a Certificate of Participation upon successful completion of the course.

## Who Should Attend?

This HR training course in Talent Management; Recruiting, Developing and Retaining Employees is designed for Human Resource professionals and those who want to become Human Resource professionals to develop the knowledge, methods, and skills necessary to meet the challenges of today's changing workplace.



## Learning Outcome

Upon the completion of this one-day training, participants are expected to:

- Be able to apply effective channel for attracting talents, utilizing profiling tools to identify behavior patterns, applying the right hiring techniques and brand your organization through HR.
- Apply 'thinking out of the box' leadership concepts to motivate talent and retaining them.
- Identify different ways that labor markets can be identified and approached.
- Describe the phases in strategic recruiting and the decisions made in each phase.
- Discuss the advantages and disadvantages of internal versus external recruiting.
- Identify three internal sources for recruiting and issues associated with their use.
- List and briefly discuss five external recruiting sources.
- Discuss three factors to consider when evaluating recruiting efforts.

# Module 03

## Managing Employee Performance

A good performance management system works towards the improvement of the overall organizational performance by managing the performances of teams and individuals to ensure the achievement of the overall organizational ambitions and goals. This executive certificate course in **Managing Employee Performance** at EDI will equip you with the knowledge & skills to create a system that benefits both employees and the organization as a whole. Ultimately, empowering you to cultivate a high-performing workforce and a positive work environment.

### TOPICS INCLUDED :



#### **MODULE 01: Performance Management**

- What is Performance Management?
- Benefits of Performance Management



#### **MODULE 02: How to set KPIs to actively grow business as well as employees?**

- Align organizational goals with employee development goals
- Setting SMART KPIs for your business and employee



#### **MODULE 03: Practice How the Key Performance Indicators are Structured?**

- Break your Goals into Business Growth KPIs & Employee Development KPIs
- Business Growth Behavior KPIs & Employee Development Behavior KPIs
- Align KPIs with your SMART goals



#### **MODULE 04: Challenges During Implementation of KPIs**

- Choosing the Right KPIs, Data Quality and Accuracy, Setting Achievable Targets, Communication and Reporting and Managing & Updating KPIs



#### **MODULE 05: Performance Monitoring**

- Data collection & analysis and Identify areas for improvement, track progress towards goals, and make data-driven decisions

## Course Structure

This certificate course in Managing Employee Performance is offered in approximately **16 hours OR 2-days** period. The course is based on a participatory, active learning approach and group discussions. Participants will receive a Certificate of Participation upon successful completion of the course.

## Who Should Attend?

The course is designed for directors, HR managers/Officers, all levels of managers and professionals who work related to managing human resources in order to implement operational processes and working conditions more effectively within companies and NGOs.



## Learning Outcome

Upon the completion of this two-day training, participants are expected to:

- Know the advantages of having KPIs in your business
- Learn about the compulsory task before setting KPIs
- Know the key setting KPIs to individual roles
- Link people performance to organization performance
- Improve KPI Result through performance coaching
- Improve overall employee performance and engagement
- Be able to create a Positive Work Environment

**K**  
Key

**P**  
Performance

**I**  
Indicator

# Module 04

## Managing Compensation And Benefits

This **Managing Compensation and Benefits** course is designed to equip you with knowledge about how organizations design and manage programs to attract, retain, and motivate their workforce. You will learn about different ways companies pay their employees, including base salary, bonuses, commissions, etc., and the benefits offered by organizations such as health insurance, pension scheme, incentives, etc. in Cambodia. You will gain insights into the laws and regulations that govern compensation and benefits programs in Cambodia, and explore how companies design compensation and benefits programs to align with their overall business goals.

### TOPICS INCLUDED :



#### MODULE 01: Managing Compensation and Benefits

- Introduction
- Why managing Compensation and Benefits?



#### MODULE 02: Remuneration Strategies

- Salary, Benefits & Incentives
- How to attract top talents, motivate & retain employees, and cost control?



#### MODULE 03: Fringe Benefits Package

- What is a Fringe Benefits Package?
- Know the types of fringe benefits that you can offer to your employees



#### MODULE 04: Pay Policy and Criteria

- What is a Pay Policy?
- Criteria to set guidelines to decide pay-scales in your company?



#### MODULE 05: Salary, Grade and Pay Administration

- Learn how Salary, Grade and Pay Administration all work together to establish a fair and organized system for compensating employees



#### MODULE 06: Employee Payroll Management

- Learn the various steps in employee payroll management including; time keeping, payroll disbursement, record keeping, etc.

## Course Structure

This certificate course in Managing Compensation And Benefits is offered in approximately **16 hours OR 2-days** period. The course is based on a participatory, active learning approach and group discussions. Participants will receive a Certificate of Participation upon successful completion of the course.

## Who Should Attend?

The course is designed for directors, HR manager/ Officer, all levels of managers and who work related to managing human resources in order to implement Cambodian labor law, Compensation and Benefits, and working conditions more effectively within companies, MFIs banks, and NGOs.



## Learning Outcome

Upon the completion of this two-day training, participants are expected to:

- Understand about compensation and benefit policies and working conditions in Cambodia.
- Follow the provisions of the roles and responsibilities of the employer in relation to employment in compliance with Cambodian labor law.
- Implement Cambodian labor law and working conditions for HR Professionals.
- Enhance the ability to effectively perform HR functions including staff recruitment and selection, training and development, talent management, compensation and payroll management.

# Module 05

## Cambodia Labor Law and Legal Compliance

Knowledge of **labor laws** is an indispensable part for you as a leader, business owner and especially the person in charge of human resource management at private institutions, companies, banks, small and large businesses, and non-governmental organizations. This course is designed for employees and employers responsible for HRM for effective coordination and ability to deal with situations of various disputes in the workplace. Labor law is a strong basis for providing a comprehensive HR system; managing job security and resolving disputes peacefully in any organization. This course is very rewarding for all stakeholders, especially HRM professionals in Cambodia to understand the legal framework that governs the workplace; wages, hours, discrimination, safety, etc., based on Cambodian labor laws.

### TOPICS INCLUDED :



#### MODULE 01: Regulating Employment

- Sources of Law, Organizations Governed by the Labor Law, Employment Contracts & Internal Regulations



#### MODULE 05: Working Hours & Overtime

- Normal Working Hours, Overtime, Alternative Work Schedules & Young Employees



#### MODULE 02: Hiring Employees

- Sources of Law, Organizations Governed by the Labor Law, Employment Contracts & Internal Regulations



#### MODULE 06: Holidays, Leaves & Benefits

- Paid Public Holidays, Paid Annual Leave, Special Leave & Sick Leave, Maternity & Paternity Leave, and Nursing Room & Daycare Center



#### MODULE 03: Categories of Employees

- Fixed & Unspecified Duration Contracts, Casual Employees & Part-Time Employees, Probationary Employees, & Volunteers, Interns, Trainees & Independent Consultants



#### MODULE 07: Disciplinary Action & Dismissal

- Serious Misconduct, Termination of Fixed Duration Contracts, Notice Requirement for Fixed Duration Contracts, Termination of Unspecified Duration Contracts, Notice Requirement for Unspecified Duration Contracts, Indemnity for Unspecified Duration Contract Termination



#### MODULE 04: Employee Wages

- Payment of Wages, Minimum Wages, Deductions & Fines, Supervision & Distribution of Tips & Service Charges, Salary Tax, and Expatriate, NGO Employee Tax Exemption

## Course Structure

This certificate course in Cambodia Labor Law is offered in approximately **16 hours OR 2-days** period. The course is based on a participatory, active learning approach and group discussions. Participants will receive a Certificate of Participation upon successful completion of the course.

## Who Should Attend?

The course is designed for directors, HR managers / Officers, all levels of managers and who work related to managing human resources in order to implement Cambodian labor law and working conditions more effectively within companies, MFIs banks, and NGOs.



## Learning Outcome

Upon the completion of this two-day training, participants are expected to:

- Deepen on basic principles of Cambodian labor law and working conditions in Cambodia
- Follow the provisions of the roles and responsibilities of the employer in relation to employment compliance with Cambodian labor law
- Implement Cambodian labor law and working conditions for HR professionals
- Practice on disciplinary action & dismissal or contract termination compliance with Cambodian labor law





# Module 06

## Conflict Management and Resolution

The overarching aim of this training program is to offer a great opportunity for participants to develop skills in better **managing and resolving conflicts**. Everyone experiences conflict whether it is at work or in personal interactions. Conflict is inevitable; therefore it is imperative that participants are well equipped to deal with conflict appropriately. Conflict resolution skills are not traditionally taught in school; hence, participants learn conflict resolution skills through trial and error in day-to-day life. This program gives participants a formal opportunity to develop conflict resolution skills and enable them to effectively utilize the skills learned in professional and personal relationships.

### TOPICS INCLUDED :



#### Module 1: Origin and Nature of Conflict

- What is Conflict & its Types?
- How conflict can impact individuals and groups



#### Module 2: Potential Sources and Causes of Conflict in the Workplace

- Common causes of conflict; miscommunication, misunderstandings, competition



#### Module 3: Understanding and Responding to Personality Styles

- Recognizing your own triggers and biases
- Identifying early warning signs of conflict



#### Module 4: Good and Bad Conflict

- Analyze the potential benefits and drawbacks of conflict
- Explore how conflict can affect people's emotions & behaviors



#### Module 5: Responses and Behaviors Appropriate to Confronting Conflict

- Active Listening
- Assertive Communication
- De-escalation Strategies



#### Module 6: Mediating and Conciliating

- Mediating and Conciliating as "Alternative Dispute Resolution (ADR)" techniques



#### Module 7: Facilitating Resolution of Conflict Between Others

- Communication Skills for Conflict Resolution
- Strategies for Finding Common Ground



#### Module 8: Systems and Structures for Dealing with Conflict

- Formal System; HR, Grievance procedures, etc.
- Informal System; training, meditation, etc.
- Choosing the Right System

## Course Structure

This certificate course in Conflict Management and Resolution is offered in approximately **16 hours OR 2-days** period. The course is based on a participatory, active learning approach and group discussions. Participants will receive a Certificate of Participation upon successful completion of the course.

## Who Should Attend?

Management of conflict in the workplace is probably one of the biggest challenges that we face in today's workplace. 'Conflict' is a normal part of life, it is sometimes beneficial and it is inevitable. This course is for everyone, especially from HR profession to learn effective conflict management and resolution skills.



## Learning Outcome

Upon the completion of this two-day training, participants are expected to:

- Have knowledge on key basics of conflicts
- Be able to identify key conflict styles
- Develop key listening skills
- Learn how to use different types of questions for different scenarios
- Learn how to apply key principles of consultation in resolving conflicts
- Be able to generate different options
- Learn how to arrive at a win-win decision



# Module 07

## HR Manual and Policy Writing

For every organization, **policies and procedures** are an essential tool in the ability to guide and manage employees in a consistent, fair, equitable, and defensible manner. Everyone then knows what is expected, how to get assistance or support, and the consequences of non-compliance. This training program covers how to develop and implement HR policies along with how to create a policy manual/handbook.

### TOPICS INCLUDED :



#### Module 1: Writing The HR Policy And Procedures Manual

##### LESSON 1: DEFINITIONS OF HR POLICY

- HR Procedures and HR Manual
- Why do you need the Human Resource Policy and Procedures?
- Stages of HR Policy and Procedures
- Identify the need for HR Policy and Procedures
- The goal of the HR Policy and Procedures



##### LESSON 2: WRITING HR POLICY AND PROCEDURES MANUAL

- The Contents of HR Policy and Procedures
- The Format of HR Policy and Procedures
- Review of the HR Policy and Procedures
- Do's and Don'ts Based on Cambodian Labor Law



#### Module 2: Writing The HR Manual

##### LESSON 1: WRITING POLICY SUMMARIES

- Distinction between HR Policy and Procedures, and HR Manual
- Why do you need a Human Resources Manual?
- Interviewing the managers
- Thinking through the HR Policies and Procedures
- Statement for a Human Resources Manual
- How to write a Policy Summary



##### LESSON 2: USING YOUR HUMAN RESOURCES MANUAL

- Using your Human Resources Manual

## Course Structure

This certificate course in Human Resources Manual and Policies Writing is offered in approximately **16 hours OR 2-days** period. The course is based on a participatory, active learning approach and group discussions. Participants will receive a Certificate of Participation upon successful completion of the course.



## Who Should Attend?

The course is designed for HR managers/officers, compensation and benefits executives/officers, and all levels of managers who work related to managing human resources with employee compensation and benefits in order to manage their employee compensation and benefits more effectively within companies, NGOs, and MFIs.



## Learning Outcome

Upon the completion of this two-day training, participants are expected to:

- Discuss how to write HR Policy and Procedures
- Make clear the differences between HR Policy, HR Procedure, and Human Resources Manual
- Discuss how to write a Human Resources Manual
- Point out pitfalls to avoid in writing a Human Resources Manual
- Have a chance to develop or update your own HR Policies and Procedures Manual and HR Manual

# Course Summary

Module	Topics Covered	Duration	Trainer
1. MANAGEMENT AND LEADERSHIP SKILLS FOR MANAGERS	1.1 Understanding Management Essentials	16 Hours or 2 -Days	Mr. Ung Sophornmony
	1.2 Managing Productivity		
	1.3 Understanding Leadership Essentials		
	1.4 Developing Leadership Skills		
2. STRATEGIC TALENT MANAGEMENT	2.1 : Introduction	8 Hours or 1 -Day	Okhna. Pech Bolen
	2.2 Is he Mr. Right or Ms. Right?		
	2.3 What it takes to retain right hire?		
	2.4 Management Phase		
	2.5 Strategic Recruitment		
	2.6 Recruitment and Selection		
3. MANAGING EMPLOYEES PERFORMANCE	3.1 Performance Management	16 Hours or 2 -Days	Mr. KUM Unique
	3.2 How to set KPIs to actively grow business as well as employees?		
	3.3 Practice How the Key Performance Indicators are Structured?		
	3.4 Challenges During Implementation of KPIs		
	3.5 MPerformance Monitoring		
4. MANAGING COMPENSATION S AND BENEFITS	4.1 Managing Compensation and Benefits	16 Hours or 2 -Days	Mr. Te Lay
	4.2 Remuneration Strategies		
	4.3 Fringe Benefits Package; Pay Policy and Criteria		
	4.4 Salary, Grade and Pay Administration		
	4.5 Employee Payroll Management		

# Course Summary

Module	Topics Covered	Duration	Trainer
5. CAMBODIAN LABOR LAW AND LEGAL COMPLIANCE	5.1 Regulating Employment	16 Hours or 2 -Days	HE. Dr. Ngy Simaneth
	5.2 Hiring Employees		
	5.3 Categories of Employees		
	5.4 Employee Wages		
	5.5 Working Hours and Overtime		
	5.6 Holidays, Leaves and Benefits		
	5.7 Disciplinary Action & Dismissal		
6. CONFLICT MANAGEMENT AND RESOLUTION	6.1 Origin and nature of conflict	16 Hours or 2 -Days	Mr. Chhuon SereyVichet
	6.2 Potential sources and causes of conflict in the workplace		
	6.3 Understanding and responding to personality styles		
	6.4 Good and bad conflict		
	6.5 Responses and behaviors appropriate to confronting conflict		
	6.6 Mediating and conciliating		
	6.7 Facilitating resolution of conflict between others		
	6.8 Systems and structures for dealing with conflict		
7. HR MANUAL AND POLICY WRITING	7.1 Writing The HR Policy And Procedures Manual	16 Hours or 2 -Days	Mr. Si Len
	7.2 Writing The HR Manual		

NOTE: All classes are conducted in a HYBRID mode; in-classroom or online during weekends only.

# Our Trainers



**Dr. Ngy Simaneth**

Professor of Cambodia  
Labor Law



**Oknha. Pech Bolen**

Founder, Chairman &  
CEO of WEG Co. Ltd.



**Mr. Ung Sophornmony**

Business Adviser  
Management &  
Leadership Trainer



**Mr. Te Lay**

Chief Education  
Officer  
WEG Co. Ltd.



**Mr. Kum Unique**

Deputy Head of HR &  
Training Department  
Agricultural and Rural  
Development Bank



**Mr. Chhuon Sereyvichet**

Chairman & CEO  
Ratanak Sambath  
Residence



**Mr. Si Len**

Expert in Leadership  
Corporate Management  
and HR

# Course Fee

The most affordable course to acquire valuable knowledge and skills to unlock your HRM potential.



## FULL COURSE

Enroll full course and master your HR management skills to the fullest.



## SINGLE MODULE

Select and pay for any single module course(s) specific to your area of interest and needs.



## 20% DISCOUNT

Join the FULL Course or any SINGLE MODULE, ONLINE via zoom and get an additional 20% discount

### Full Course Fee

**825\$**

Normal Price

**725\$**

Early Bird

### Per Module Fee

**195\$**

Normal Price

**175\$**

Early Bird

*Join us and equip yourself with the knowledge and skills needed to launch a career in Human Resources or boost your skills like communication, conflict resolution, and problem-solving, etc., as a HR professional. At EDI, we are committed to professional development and help you stay up-to-date on the latest trends and best practices.*

## Contact Us For More Information :

 016 818 959 | 099 989 422

 [training@edi-cambodia.org](mailto:training@edi-cambodia.org)

 @edi\_cambodia

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# 9A, St. 370, Sangkat Boeng Kengkang I,  
Khan Boeng Keng Kang, Phnom Penh, Cambodia

Phone : +855 - 15 728 123 | 92 888 955

Email : business@edi-cambodia.org | training@edi-cambodia.org

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to learn the ins and outs of  
people management, master the  
skills to build a thriving  
workplace, and gain the  
knowledge to shape a better  
future of work.*

More information



***Develop Your People,  
Grow Your Business.***

