

EMILY TING KANG LEH

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LEAD, TALENT DEVELOPMENT

HR Excellence 2019 Bronze Award Winner for Talent Management. SHRM Senior Certified Professional. L & D / TM professional with over a decade experience in solutions development: Managing the Learning department, implementing groupwide **Talent Management initiatives**, Designing & delivering trainings and **Directing Strategic Learning and HR Strategies** from a group level. Highly experienced people manager with a **solid track record** in building key talent development projects from the ground up and developing employee potential. Strong strategy and execution skills.

AREAS OF EXPERTISE

- Overall Talent Management
- Strategic HR
- Solutions Development
- Training
- Strong people leadership
- Learning Strategies
- Leadership Development
- Succession Management
- Project Management

PROFESSIONAL EXPERIENCE

Citibank Malaysia, Kuala Lumpur, WP

July 2020 - Present

Commercial Banking Company

Assistant Vice President, Talent & Development

- Lead the Succession Management process in partnership with HRAs and Business;
- Plan, develop, implement and facilitate various learning interventions (Learning needs analysis, mass training programs, leadership solutions, new hire orientation);
- Lead the annual Employee Engagement implementation for Malaysia (education, rollout, business action plans, focus groups);
- Lead and coordinate in-country and regional talent development programs (for high performing diverse candidates and high potential talents).

Top Glove Sdn Bhd, Klang, Selangor

June 2017 – Dec 2019

World's largest manufacturer of gloves commanding 26% of world market share

Head of Talent Development

- Lead the Talent Development department consisting of Learning & Development and Talent Management Initiatives for 18,000 employees;
- Build and develop entire Talent Development department from the ground up to 20+ members;
- Notable Talent Development achievements & initiatives :
 - Leadership Development for all people manager levels (Junior, Middle and Senior)
 - Implemented E Learning
 - SAP SuccessFactors LMS & Succession Module (with 100% user adoption)
 - Coaching Framework
 - Talent Pool Development for nominated Successors and Incumbents

- Build and implement Succession Management inclusive of drafting all Leadership Competencies and Potential Criteria
- Implemented Top Glove Management Associate Program
- Launched Top Glove corporate values groupwide
- Streamlined all L&D Operations
- Setup HR Branding Communications Department
- Set direction for other HR Strategic initiatives: Employee Engagement, Psychometric Tools, Assessment Centre, Foreign Workers Development, Taiwan Scholarships Program.

Tan Chong Group, Kuala Lumpur, WP

May 2016 – May 2017

Distributor of Nissan Cars in SEA

HR Manager, Centre of Excellence

- Team Lead for Learning & Development matters from TNA to training operations to Learning;
- Implemented SAP SuccessFactors Learning Management System;
- Managed Group Scholarships.

St Regis Hotel, Kuala Lumpur, WP

Jan 2016 – May 2016

Starwood Luxury Hotel

Training Manager (Pre-opening team)

- Established training SOPs;
- Conducted and coordinated trainings for pre opening phase.

Tan Chong Group, Kuala Lumpur, WP

April 2012 – June 2015

Human Resource Business Partner (March 2015 – June 2015)

- Oversee operational Human Resource matters for Sabah region;
- Implemented SAP SuccessFactors Performance Module with result of 100% user adoption.

Manager, Talent Management – Learning Unit (April 2012 – Feb 2015)

- Managed a team of 6 learning staff - with members promoted within a year;
- Learning Partner to various Business Units with achievements on: Needs Assessment, Leadership Development, Branch Manager development, Head of Workshop Development, Plant Supervisor Development, Mass Training Program and HR Functional Development program, managed new employee integration program;
- Lead trainer on various soft skills programs;
- Implemented training SOPs and Policies groupwide;
- Implemented Tan Chong Internship program, Scholarships Program and Employee Education Assistance Program.

D'Jungle People Training Consultancy, Petaling Jaya, Selangor

May 2006 – Feb 2012

Training Consultancy

Executive, Audit & Quality

- Designed training solutions: Creative Brainstorming, Customer Service, Facilitation Essentials, Teambuilding and Leadership programs
- Delivered as main and co-facilitator for various programs on teambuilding and leadership.

- Implemented SOPs for all sales, training and logistics processes leading to improved operational efficiency
- Documented and disseminated company training solutions (Trainer Tracks)
- Developed 100 days on-boarding for new facilitators

Other Early Career Experiences from 2005 to 2006 were in the PR and MarComm field.

EDUCATION

2003 - 2004	Bachelor of Commerce: Commerce Curtin University of Technology , Miri, Sarawak <ul style="list-style-type: none"> • Majoring in Marketing & E-Commerce
2000 - 2002	Bachelor of Arts: Mass Communication Curtin University Of Technology , Lim Kok Wing, Petaling Jaya, Selangor <ul style="list-style-type: none"> • Majoring in Journalism and Public Relations
1997 – 1999	Advanced Diploma , Business Computing Informatics Institute , Kota Kinabalu, Sabah

PROFESSIONAL DEVELOPMENT

2018	Certified Leadership & Succession Strategist Human Capital Institute (HCI)
2017	SHRM Senior Certified Professional Society for Human Resource Management
2017	Dynamic Facilitation Facilitators Network Singapore Appreciative Inquiry & SOAR Techniques Facilitators Network Singapore
2015	Building Meaningful Analytics Human Capital Institute (USA)
2014	Structured On-The-Job Training Amicol Centre of Excellence
2013	Internal Consulting Skills Association for Talent Development (ATD) Behavioural Event Interviews Certified by UK Association of Professionals Althea Consulting Sdn Bhd
2012	Employee Engagement Thomvell International Sdn Bhd
2011	HRDF Certified Trainer (Trainer Certification) Human Resource Development Fund
2010	Cayenne Plus (Project Management) People Equation Sdn Bhd

INTERESTS / VOLUNTARY COMMITMENTS

Life long dedication for self-development; there is something new to learn every single day.

References available upon request