



Join Our

MANAGING AND HANDLING PROBATIONERS



6 MARCH 2024 AT
9AM - 5PM



SUNWAY HOTEL, BIG
BOX, SUNWAY CITY
ISKANDAR, JOHOR

RM 850 (inclusive 6% SST) (members)

RM 950 (inclusive 6% SST (non members)

REGISTER NOW

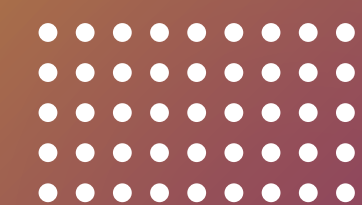
<https://forms.office.com/r/NwkG9BBLUw>

or email to: Norizah Amat

(norizah@mef.org.my; T: 07-679 7500)



NOOR AISHAH
MEF - IR CONSULTANT



Introduction

The probation period serves as a testing phase to assess an employee's suitability and capabilities within an organization. Upon its conclusion, the employer evaluates whether the probationer is suitable for confirmation. Emphasizing the legal perspective, this program addresses various aspects of probationer management, including work performance, misconduct, confirmation, termination, dismissal, and probation extension. It clarifies whether a probationer can self-deem confirmation post the probation period. Offering practical guidance on reviews and counseling, participants delve into court cases related to probationers. Ultimately, this program aims to enhance employers' understanding of effective probationer management within their organizations.

Target Audience

- HR Personnel
- Head of Departments

Methodology

- Lectures
- Discussions
- Presentation

Trainer Profile

Pn. Aishah, holding a Bachelor of Laws from Universiti Teknologi MARA and a Master of Laws from Universiti Kebangsaan Malaysia, is an Advocate and Solicitor admitted to the High Court in Malaya. Beginning her career in 2008 as a Legal Officer/Deputy Public Prosecutor, she transitioned to serving as a legal adviser to government agencies and statutory/enforcement bodies. With extensive courtroom experience, Aishah has handled diverse cases, including commercial crimes and corruption. In her role as an in-house counsel, she provides comprehensive legal advisory services, overseeing all aspects of litigation, contractual disputes, workplace misconduct, and matters related to collective agreements and trade unions.

Course Outline

9.00am – 1.00pm

- Definition of probationer
- Period of probation
- Rights of a probationer
- Procedure of managing a probationer
- Decision making:
- Extension of probation period
- Confirmation and non-confirmation
- Termination of a probationer

1.00 - 2.00pm Lunch Break

2.00pm – 5.00pm

- Deeming clause
- Handling misconduct
- Decision making:
- How to conduct review
- Sample review form
- Non-confirmation
- Guidance and reviewing criteria
- Conducting review
- Case studies

