

# MEF WORKSHOP ON MANAGING EMPLOYEES PERFORMANCE AT THE WORKPLACE

Date : 27 November 2024

Venue : Double Tree by Hilton, Johor Bahru, Johor

Time : 9.00 am - 5.00 pm



## WHO SHOULD JOIN ?

- If you want to understand the principles, approaches and technical aspects relating to performance management
- If you want to enhance knowledge and skills in conducting performance management
- If you want to improve your current practice in your organization

## TRAINER'S PROFILE

Ms. Noor 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 Deputy Public Prosecutor at the Attorney General's Chambers of Malaysia (Jabatan Peguam Negara Malaysia), she transitioned to serving as a legal adviser to government agencies and statutory/enforcement bodies. With extensive courtroom experience, Ms. Noor Aishah has handled diverse cases, including commercial crimes and corruption. After embarking into private sectors, Ms. Noor Aishah in her role as a senior in-house legal counsel, provides comprehensive legal advisory services, overseeing all aspects of litigation, contractual disputes, workplace misconduct and matters related to collective agreements and trade unions.



**NOOR AISHAH BINTI KM  
ABU BAKAR**  
MEF Consultant - Industrial  
Relations

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## COURSE CONTENT

8.30 am - 9.00 am	Registration & Breakfast
9.00 am - 1.00 pm	Introduction to appraisal system Security of tenure in employment vs employer's prerogative Knowledge, skills and work environment Establishing standards and work monitoring assessment Best practices
1.00 pm - 2.00 pm	Lunch Break
2.00 pm - 5.00 pm	Managing employee performance Contract of employment and probation Managing performance of probationer/confirmed employee/senior management Performance management process (incl. performance improvement plan) Case study

\*15 minutes break between session

## REGISTRATION



Registration Link :

<https://forms.office.com/r/8bQBe6hwcf>

## COURSE FEE

- MEF Members : RM 1,000.00 per pax (inclusive of 8% SST)
- Non Members : RM 1,200.00 per pax (inclusive of 8% SST)

## PAYMENT

- HRD Corp Claimable Course scheme
- Payable to:
  - Malaysian Employers Federation
  - Account No: 105280002422 – Affin Islamic Bank Berhad

