



**YOUR JOURNEY TOWARDS
A SUCCESSFUL CAREER IN
HR BEGINS HERE...**

HR FOR BEGINNERS

DATE: 10-11 JUNE 2024
**VENUE: HOLIDAY INN EXPRESS & SUITES,
 JOHOR BAHRU, JOHOR**

PRICE:

- RM 1,700 per-person (*Non-Members*)
- RM 1,600 per- person (*Members*)

(inclusive of 8% SST)

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<https://forms.office.com/r/hKZF2GiBFS>

HR FOR BEGINNERS (JOHOR BAHRU) 10-11 June 2024 9am-5pm

DATE: 9-10 JULY 2024
**VENUE: THE KATERINA HOTEL,
 BATU PAHAT, JOHOR**

PRICE:

- RM 1,700 per-person (*Non-Members*)
- RM 1,600 per- person (*Members*)

(inclusive of 8% SST)

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<https://forms.office.com/r/KRQbSxR95f>

HR FOR BEGINNERS (BATU PAHAT) 9-10 July 2024 9am-5pm

For further information, please contact;
 Cik Liza
 Tel: 07-6797500
 Email: norizah@mef.org.my

OBJECTIVE

This comprehensive course includes various essential topics needed for beginners in a HR Department. The participants will be able to:

- Gain the essential skills in managing human resources
- Able to prepare all necessary administrative functions for an Interview, while understanding the Interviewing process.
- Explain the importance of Performance Appraisal System.
- Understand the performance GAP by holding an Effective Training Needs Analysis.

In addition to the outline, the program also covers the basic understanding of the Employment Act 1955. The Employment Act 1955 is a fundamental law that provides minimum terms of employment to those recognized as employees under the Act. This course will address all important provisions, highlighting the latest amendments that came into effect in 2023. Upon completion, participants will be able to accurately identify the obligations of an employer under this law.

Target Audience

HR Personnel who have not had any formal training

Methodology

- Lectures
- Individuals and group discussions
- Presentation

Duration

2 days (14 Hours)

9 am – 5 pm (Face to Face) per day

(In accordance with HRD Corp's guidelines for online programs)

OUTLINE

DAY 1 (Trainer: MR VIGNESH KV)

MODULE 1: MANAGING HUMAN RESOURCE

MODULE 2 :RECRUITMENT & SELECTION

MODULE 3: UNDERSTANDING COMPETENCIES / JOB ANALYSIS

MODULE 4: ADMINISTRATION POST HIRING

MODULE 5: TRAINING NEED ANALYSIS / PERFORMANCE APPRAISAL

DAY 2 (Trainer: MS. NOOR AISHAH)

- **Scope of the Act**
- **Definition of the terms**
- **Contracts of service/Contracts for service**
- **Termination of employment**
- **Advances & deductions**
- **Priority of wages**
- **Principals, Contractors, Sub-Contractors & Contractors for Labour**
- **Pregnancy & Maternity**
- **Rest Day**
- **Hours of work & overtime**
- **Public holidays**
- **Annual leave**
- **Sick leave**
- **Paternity leave**
- **Employment of Foreign Employees**
- **Flexible working arrangement**
- **Discrimination in Employment**
- **Sexual Harassment**
- **Forced Labour**
- **Presumption as to who is an employee & employer**

TRAINER PROFILE



VIGNESH KV (MEFA Consultant - Training)

Mr Vignesh Velayuthan is a dynamic and result oriented trainer with 25 years of experience in a leadership position in the MNC & Hospitality industry. He carries wide experience & knowledge gained from working in various countries such as Singapore, Indonesia, Switzerland & UK. He articulates various managerial positions, project management, trainings & HR Skills in manufacturing and hospitality industries. Graduated from Universiti Kebangsaan Malaysia (B.Econs) and Post Graduate Hospitality Management (PGD) from HIM, Switzerland, he is also a Certified CIPP (AIBFM) & HRDC Certified. He has an innate sense of task prioritization, managerial aptitude, training & development and result oriented attitude towards accelerating organizational growth in a competitive environment.



MS. NOOR AISHAH (MEF Consultant - Industrial Relations)

Ms. Noor Aishah, holding a Bachelor of Laws from Universiti Teknologi MARA and a Master of Laws from Universiti Kebangsaan Malaysia, has been admitted as an Advocate and Solicitor in the High Court in Malaya . Beginning her career in 2008, she has served as a deputy public prosecutor and 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. In her role as a senior in-house counsel, she provides comprehensive legal advisory services, drafting legal documentations, overseeing all aspects of litigation, contractual disputes, workplace misconduct and matters related to collective agreements and trade unions.